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S/S Byg 22 April 1987 with change 1

Personnel Procurement

Assignment of Enlisted Personnel to the U.S. Army Recruiting Command

Headquarters
Department of the Army
Washington, DC
22 July 1985

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What is this?

You have just opened a new type of UPDATE publication.

In the future all administrative regulations and some DA pamphlets will be converted from the standard, two-column looseleaf format to the three-column UPDATE format.

Some UPDATE publications will be published separately like this one, while others will be organized as functional handbooks -- like the Unit Supply handbook already in use in supply rooms throughout the Army. In all instances, users will not be required to post changes. They will always receive a fresh, up-to-date "posted" copy to make their jobs easier. Use of modern, computerized typography in UPDATE publishing gives the Army the ability to do this along with the potential for tremendous cost savings by freeing units from the time-consuming task of maintaining looseleaf publications.

In addition to a new format, UPDATE publications include some unique features as follows:

- o Summary of Change. Every UPDATE issue contains a Summary of Change. In the first printing of a book, the summary outlines the major topics covered by the publication. In subsequent printings, the summary outlines the major changes that have been made to the publication. Look for this summary in the front of every issue. It should help you "zero in" on areas that need your immediate attention.

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The Editors

SUMMARY of CHANGE

AR 601-1

Assignment of Enlisted Personnel
to the U.S. Army Recruiting Command

This revision adds:

- o New criteria for U.S. Army Recruiter selection (para 2-4).
- o A 9 month recruiter program (para 2-11).
- o A 36 month stabilization tour for administrative support personnel in USAREC (para 3-5).
- o Normal and maximum tour lengths for recruiting personnel (para 3-5).
- o Selection criteria for HQ USAREC staff, Liaison NCO, and instructor positions (para 3-8).
- o New information covering completion of Initial Detailed period with USAREC (chap 4) and Active Guard/Reserve (AGR) program duty with USAREC (chap 6).
- o DA Form 5425-R (Applicant/Nominee Personal Financial Statement), DA Form 5426-R (Commander's Evaluation), DA Form 5427-R (Commander's Assessment of Recruiter Candidate), and DA Form 5428-R (AGR Recruiter Application Checklist).

UPDATE Change Highlighting

The two techniques shown below are used to help readers identify new changes in administrative publications.

UPDATE Cancel and Underscore Technique

1.	2.	3.
Text as it appeared in the last UPDATE issue:	<i>Change text as it appears in this UPDATE issue:</i>	<i>Fresh text as it will appear in the next UPDATE issue:</i>
The quick brown fox jumped over the lazy dog.	The quick brown <u>gray</u> fox jumped over <u>on</u> the lazy dog.	The quick gray fox jumped on the lazy dog.

UPDATE Tint Technique

1.	2.	3.
Text as it appeared in the last UPDATE issue:	<i>Restructured change text as it appears in this UPDATE issue:</i>	<i>Fresh text as it will appear in the next UPDATE issue:</i>
Chapter 1 Introduction 1-1. Purpose a. This regulation establishes the Army Files Maintenance and Disposition Program. It prescribes policy, procedures, and responsibilities for—the Army functional Files System (TAFPS), systematic identification, maintenance, retirement, and destruction of Army records, establishment and operation of records holding areas (RHA) and overseas command record holding areas (OCRHA), and the reporting requirements for TAFPS. b. This regulation also establishes legal authority for the destruction of all nonpermanent Army records.	Chapter 1 Introduction 1-1. Purpose a. This regulation establishes the Army Files Maintenance and Disposition Program. It prescribes policy, procedures, and responsibilities for— (1) The Army Functional Files System (TAFPS). (2) The systematic identification, maintenance, retirement, and destruction of Army records. (3) The establishment and operation of records holding areas (RHA) and overseas command record holding areas (OCRHA). (4) The reporting requirements for TAFPS. b. This regulation also establishes legal authority for the destruction of all nonpermanent Army records.	Chapter 1 Introduction 1-1. Purpose a. This regulation establishes the Army Files Maintenance and Disposition Program. It prescribes policy, procedures, and responsibilities for— (1) The Army Functional Files System (TAFPS). (2) The systematic identification, maintenance, retirement, and destruction of Army records. (3) The establishment and operation of records holding areas (RHA) and overseas command record holding areas (OCRHA). (4) The reporting requirements for TAFPS. b. This regulation also establishes legal authority for the destruction of all nonpermanent Army records.

Supersession Notice: This UPDATE publication supersedes the standard format bound edition of AR 601-1 dated 15 July 1978.

Distribution: Distribution of this issue has been made in accordance with DA Form 12-9A requirements for 601-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Block 388 of the subscriber's DA Form 12-9A. AR 601-1 distribution is B for Active Army, ARNG, and USAR.

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Editorial Comments: This UPDATE publication contains editorial comments that are not in the original standard version. These comments were inserted when there was a need to clarify the placement of an element of text (for example, the location of a table). These comments are set in bold italic type and enclosed in parentheses.

Placement of Tables, Figures, Appendixes, and "R" Forms:

• Full-page tables, figures, and appendixes (in that order) in UPDATE publications are located

after the last chapter of the publication. Less than full-page tables and figures will be placed nearest the first cited reference in the publication.

• All reproducible forms (R forms) included in UPDATE publications are located at the back of these publications and are in numerical sequence, beginning with DA Forms.

A Special Note About Forms and Local

Reproduction: Forms are one of the Army's basic work tools. As the successful use of forms is closely related to the effective and efficient handling of personnel actions, the following general information about locally reproducible forms may be helpful to you:

• DA locally reproducible forms are designated with the suffix "R" as in DA Form XXXX-R.

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• Sources for forms not authorized for local reproduction i.e., stocked forms, are the AG publications centers or as stated in the authorizing directive. Since these forms may NOT be reproduced locally, they must be requisitioned.

• The copies of "R" forms at the back of publications printed in UPDATE are for your use in making local reproduction. Have them printed through your Forms Management Officer (FMO). In accordance with AR 310-1, paragraphs 4-26 and 4-28, the FMO may authorize the reproduction of a form in a modified format more convenient to local users. Those provisions permit back-to-back printing,

carbon sets, and continuous construction for word processing use.

• AR 310-1, paragraph 4-28, also authorizes overprinting of locally fixed processing information. The idea behind this authorization to overprint is to reduce the amount of time a typist has to spend repeating local standardized requirements.

• The rules for procuring printing differ from place to place; therefore, your FMO may not be able to approve the printing. In such a case the decision to overprint, or not to overprint, locally required information would be made at the lowest level where printing decisions are made.

The forms and local reproduction program offers you an opportunity to reduce your administrative burden and to save precious manhours for your unit.



This is the signature of an Army UPDATE publication.

The relationship of pen and book in this mark depicts printed communications—ideas disseminated rapidly and accurately in an economically and aesthetically beneficial manner to serve and to be conveniently used by a large audience.

Effective 22 July 1985

Personnel Procurement

Assignment of Enlisted Personnel to the U.S. Army Recruiting Command

This UPDATE printing publishes a revision that is effective 22 July 1985. Because the structure of the entire revised text has been reorganized, no attempt has been made to highlight changes from the earlier regulation dated 15 July 1978.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

DONALD J. DELANDRO
Brigadier General, United States Army
The Adjutant General

Summary. This regulation covers the selection, training, and management of personnel for U.S. Army Recruiting Command (USAREC). Specifically, this regulation prescribes the procedures, criteria, and personnel actions required for the selection and assignment of Regular Army and Reserve enlisted personnel for service as U.S. Army recruiters; it outlines the policy concerning selection and assignment of enlisted personnel to USAREC administrative support positions; and it prescribes the management policies applicable to all enlisted personnel while assigned to USAREC.

Applicability. This regulation applies to all Active Army and U.S. Army Reserve personnel. It applies to all enlisted personnel

assigned to the U.S. Army Recruiting Command. Chapter 6 contains the applicable provisions for U.S. Army Reserve personnel, however other specific paragraphs/procedures of this regulation may also apply. This regulation does not apply to the Army National Guard.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Supplementation. Supplementation of this regulation and the establishment of forms other than DA Forms are prohibited without prior approval from HQDA(DAPE-MPA), WASH DC 20310-0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested improvements. The proponent of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA(DAPE-MPA), WASH DC 20310-0300.

Distribution. Active Army, B; USAR, B; ARNG, None.

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Chapter 1 Introduction

1-1. Purpose

This regulation sets policies and procedures for the selection, assignment, and reassignment of enlisted personnel—

a. To recruiting and administrative support positions in The U.S. Army Recruiting Command (USAREC).

b. Subordinate recruiting brigades.

c. Recruiting battalions.

d. The U.S. Army Recruiting Support Command.

e. As instructors in the Army Recruiter Course or in recruiting-related courses at Fort Benjamin Harrison, Indiana.

1-2. References

Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Deputy Chief of Staff for Personnel (DCSPER) exercises staff and technical supervision of the Army recruiting program and establishes policy governing personnel management for enlisted personnel assigned to USAREC.

b. The Commanding General, U.S. Army Training and Doctrine Command (TRADOC)—

(1) Conducts training courses for Army recruiters and recruiting personnel as part of the curriculum of the U.S. Army Soldier Support Center (SSC), Fort Benjamin Harrison, Indiana.

(2) Coordinates with the CG, USAREC, and supports the programs of instruction for the Army Recruiter Course (ARC) and other USAREC qualification and professional development courses.

(3) Coordinates with the CG, USAREC for the replacement of Military Occupational Specialty (MOS) 00R personnel as recruiting instructors at the SSC upon completion of their periods of assignment stabilization.

c. The Commanding General, U.S. Army Military Personnel Center (MILPERCEN)—

(1) Establishes procedures for the nomination and assignment of enlisted personnel from all career fields for duty with USAREC.

(2) Evaluates all nominees and volunteers for USAREC duty and selects the most qualified.

(3) In coordination with the CG, USAREC, establishes procedures for the issuance of orders for personnel assigned to USAREC and for recruiting personnel assigned to the SSC.

(4) Processes and considers requests for reclassification and/or reassignment of personnel assigned to USAREC.

(5) Monitors the personnel strength of USAREC to ensure its readiness to accomplish the recruiting mission.

d. Major commanders will—

(1) Support the MILPERCEN mission of procurement of enlisted personnel for USAREC.

(2) Release personnel selected for recruiting duty from CONUS installations to attend the ARC on temporary duty (TDY) orders issued by the CG, USAREC.

(3) Accept USAREC enlisted personnel for attachment to CONUS installations when requested by the CG, USAREC.

e. The Commanding General, USAREC will—

(1) Propose necessary changes to selection criteria for personnel assigned to USAREC.

(2) Establish detailed procedures for the training and assignment of personnel selected for USAREC duty.

(3) Establish criteria and procedures for the selection of U.S. Army Reserve (USAR) personnel to serve as Active Guard/Reserve (AGR) recruiters.

(4) Coordinate with the Commander, Army Reserve Personnel Center (ARPERCEN) to establish procedures for issuance of all necessary orders for attachment of selected AGR personnel to USAREC and for their attendance at the ARC.

(5) Report USAREC personnel who have been suspended from recruiting duties to the CG, MILPERCEN, or Commander, ARPERCEN, for reassignment and/or reclassification, as appropriate.

(6) Coordinate with the CG, MILPERCEN (for Regular Army personnel), and Commander, ARPERCEN (for AGR personnel), to establish standards for the retention or reassignment of USAREC enlisted personnel upon completion of initial stabilization period.

(7) Identify, in coordination with CG, TRADOC, MOS 00R personnel to serve as recruiting instructors at the SSC.

f. The Commander, ARPERCEN will—

(1) Support the efforts of the CG, USAREC, to evaluate applications for USAREC duty from AGR personnel by expeditiously processing requests for information, records, etc., concerning applicants.

(2) Issue necessary orders for AGR personnel, to include initial AGR orders, reclassification orders, Special Duty Assignment Proficiency Pay (SDAPP) orders, amendments, reassignment orders, etc. as required.

(3) Be the final approval authority for all assignments/reassignments within the AGR Program.

Chapter 2 Selection and Training of Regular Army Personnel for USAREC

Section I General

2-1. Recruiting duty

Accomplishment of the USAREC mission requires direct contact with the American public. For enlisted personnel, an assignment to USAREC involves either the recruiting of qualified personnel for the U.S. Army or service in direct support of the recruiting mission.

2-2. USAREC personnel

Enlisted personnel selected for assignment to USAREC either serve as Army recruiters or as administrative support personnel in the skills listed in table 2-1. Because they represent the Army in civilian communities, all USAREC personnel must have high moral character, emotional and financial stability, outstanding personal appearance and bearing, and a favorable record of service in previous assignments.

Table 2-1
Support skills common to USAREC

MOS: 26T
Title: Radio/TV Systems Specialist
MOS: 35E
Title: Special Electrical Devices Repairman
MOS: 44E
Title: Machinist
MOS: 51B
Title: Carpentry and Masonry Specialist
MOS: 51T
Title: Technical Engineer Supervisor
MOS: 64C
Title: Motor Transport Operator
MOS: 64Z
Title: Transportation Senior Sergeant
MOS: 71L
Title: Administrative Specialist
MOS: 71Q
Title: Journalist
MOS: 71R
Title: Broadcast Journalist
MOS: 73C
Title: Finance Specialist
MOS: 73D
Title: Accounting Specialist
MOS: 74D
Title: Computer/Machine Operator
MOS: 74F
Title: Programmer/Analyst
MOS: 74Z
Title: Data Processing NCO
MOS: 75B
Title: Personnel Administration Specialist
MOS: 75C
Title: Personnel Management Specialist

MOS: 75E
Title: Personnel Actions Specialist

MOS: 75Z
Title: Personnel Sergeant

MOS: 76P
Title: Material Control and Accounting Specialist

MOS: 76V
Title: Material Storage and Handling Specialist

MOS: 76Y
Title: Unit/Organizational Supplyman

MOS: 76Z
Title: Senior Supply Sergeant

MOS: 81B
Title: Technical Draft Specialist

MOS: 81E
Title: Illustrator

MOS: 83F
Title: Photolithographer

MOS: 84B
Title: Still Photographic Specialist

MOS: 84F
Title: Audio/TV Specialist

MOS: 84Z
Title: Public Affairs/Audio Visual Chief

MOS: 00D
Title: Special Duty Assignment

Section II **Recruiter Selection Procedures and Criteria**

2-3. General

This section prescribes the procedures and criteria for the selection of active duty enlisted personnel for service as U.S. Army recruiters. Regular Army personnel selected for assignment as U.S. Army recruiters will be detailed to USAREC for a 3-year stabilized assignment. Recruiters will be selected from volunteers for recruiting duty, but to the extent necessary, they will be nominated by career branches and selected by MILPERCEN.

2-4. Selection criteria

a. To qualify for selection as a U.S. Army recruiter, either as a volunteer or as a DA selected recruiter, a service member must—

(1) Be a citizen of the United States.

(2) Be a high school graduate with diploma or have 1 year of college with a high school GED (no waiver). College Level Entrance Program (CLEP), Department of the Army Non-Resident Testing Education System (DANTES) and military service credit do not apply.

(3) Have a minimum GT score of 110 waivable to 100 with an ST score of 100.

(4) Be at least 21 years old, but not more than 35 years old at time of selection.

(5) Be an E-5, E-6, or E-7. (An E-7 may not have more than 2 years time in grade at the time of selection.)

(6) Have no less than 4 years time in service and no more than 8 years time in service if an E-5, no more than 12 years time in service if an E-6, or no more than 14 years time in service if an E-7.

(7) Have completed 1 year of service since reclassification per AR 600-200.

(8) Not be currently assigned to the Military Entrance Processing Command (MEPCOM).

(9) Meet the height and weight standards of AR 600-9 or possess a medical determination of acceptable body fat limits (no waiver).

(10) Have a minimum physical profile of 122221.

(11) Have no lost time during the current enlistment or in the past 3 years, whichever is longer (no waiver).

(12) Possess or be able to obtain a valid civilian driver's license. Assignment as a recruiter involves an extensive amount of automobile driving. Individual must have no record of careless, reckless, or unsafe driving.

(13) Possess excellent military appearance and bearing, and have no obvious distracting physical abnormalities or mannerisms.

(14) If married to another service member, have a spouse who will apply and be qualified for assignment with USAREC.

(15) Not currently nor have been previously enrolled in the past 12 months in a drug or alcohol dependency intervention program of any type.

(16) Not be pregnant at time of selection or prior to attendance at the ARC.

(17) Have completed the period of stabilization in the current assignment.

(18) Have favorable civilian and military disciplinary records.

(19) Never have been convicted by civilian court or military courts-martial.

(20) Never have had action taken (including proceedings under the provisions of Article 15, Uniform Code of Military Justice (UCMJ) by any authority for—

(a) An offense which the maximum penalty under the UCMJ is death or confinement for 1 year or more.

(b) Any offense that involves moral turpitude, regardless of sentence received.

(21) Receipt of CAP III assignment instruction to USAREC with TDY enroute to the Army Recruiting Course constitutes authority for eligible personnel to extend or reenlist under AR 601-280, paragraph 3-1. Approval to delete or defer a soldier from these AI is reserved for the Cdr, USAMILPERCEN, ATTN: DAPC-EPM-A.

(22) Have no marital, emotional, or major medical problems (to include immediate family) that would hamper performance on recruiting duty. Recruiting duty involves assignment in geographic areas that are away from military medical facilities. Soldiers enrolled in the Exceptional Family Program

may serve as a recruiter. Every effort will be made to assign them near a military installation or in a civilian community where definitive medical care for their family member is available.

(23) Not be a sole parent.

(24) Not have more than two dependents (to include spouse) if an E5, three dependents (to include spouse) if an E5(P), four dependents (to include spouse) if an E6, or five dependents (to include spouse) if an E7.

(25) Be financially stable. The financial situation of service members being considered for selection will be closely scrutinized for those service members who submit a DA Form 5425-R (Applicant/Nominee Personal Financial Statement). In determining financial suitability, consideration should include income versus expenditures, savings and investment programs, and costs associated with separation from military installations. Also considered will be the payment of Special Duty Assignment Proficiency Pay (SDAPP), once the recruiter qualifies for it.

(26) If a volunteer is serving a dependent restricted tour, the soldier must waive his entitlement to the home base/advance assignment program.

b. Authority for approval of waivers rests with the CG, MILPERCEN.

c. Personnel assigned to recruiting duty represent the Army in the community in which they live and work. The actions and activities of the recruiter and the recruiter's family are often perceived as representative of the Army and the Army community. Personnel with serious family problems are not acceptable for selection as recruiters. Additionally, personnel whose family members have a history of involvement in unfavorable incidents which may impair the recruiter's performance of duty or reputation in the community are not acceptable for selection as recruiters.

d. Soldiers receiving or eligible for a Selective Reenlistment Bonus (SRB) may volunteer or be detailed for recruiting duty. They may be detailed from all SRB zones and may reenlist and retain SRB entitlements while detailed to USAREC. However, SRB personnel will be detailed to USAREC for no more than 3 years and are not eligible for reclassification into PMOS 00R, unless the soldier volunteers in writing to have the unpaid portion of their Selective Reenlistment Bonus recouped.

e. Personnel who are former recruiters may apply for return to recruiting duty provided they meet the criteria above and provided they have not had their records permanently annotated under paragraph 5-12. Final approval for these requests is the CG, MILPERCEN in coordination with the CG, USAREC. All former recruiters who are acceptable, but have been out of USAREC for over 1 year, will be required to successfully complete the ARC conducted at Fort Benjamin Harrison, Indiana. Phase I of the ARC must be attended in residence. Determination of attendance at Phase II and III will be made upon arrival

at the ARC after diagnostic evaluation is completed. Effective on the graduation date from the ARC, former recruiters will be awarded the PMOS 00R.

2-5. Procedures for volunteering for recruiting duty

a. Volunteers will submit requests for recruiting duty on DA Form 4187 (Personnel Action) to the first commander in the grade of 0-5 or higher in the chain of command. The request for recruiting duty will include a completed DA Form 5426-R (Commander's Evaluation) and DA Form 5425-R. (DA Form 5425-R, and DA Form 5426-R are located at the back of this regulation and will be locally reproduced on 8 1/2 by 11-inch paper.) Completion of the DA Form 5425-R is voluntary under the Privacy Act of 1974, but if it is not submitted, selection and assignment will be determined without specific consideration of financial status. Therefore, completion of the DA Form 5425-R is in the service member's best interest and is encouraged.

b. Once the individual's application is complete, the commander will determine the volunteer's qualifications for recruiting duty in accordance with the selection criteria described in paragraph 2-4 and will forward to Cdr, MILPERCEN, ATTN: DAPC-EPM-A with appropriate recommendations for consideration.

(1) The battalion Commander or first 0-5 supervisor in the soldier's chain of command will complete DA Form 5427-R (Commander's Assessment of Recruiter Candidate) and will attach a copy of the individual's DA Form 2A (Personnel Qualification Record Part I), and DA Form 2-1 (Personnel Qualification Record Part II). (DA Form 5427-R is located at the back of this regulation and will be locally reproduced on 8 1/2 by 11-inch paper.) The commander will then indorse the DA Form 4187 providing a statement of the volunteer's suitability for duty as a US Army recruiter. Regardless of the presence of a DA Form 5425-R, the commander will evaluate the service member's financial status to the extent possible. Negative evaluations will include specific comments and justification.

c. The completed application for recruiting duty will be forwarded through the servicing personnel office to Commander, MILPERCEN, ATTN: DAPC-EPM-A, 2461 Eisenhower Avenue, Alexandria, VA 22331-0400.

2-6. Nominees

Nominees (nonvolunteers) will be identified by those Enlisted Career Branches which have enlisted authorizations in the Detailed Recruiter Force. MILPERCEN will forward assignment notification through the CAP III System.

a. Upon receipt of tentative selection for recruiting duty, the nominee will complete DA Form 5425-R and return it through command channels to the Battalion Commander or first 0-5 supervisor in the soldier's chain of command. Completion of the

DA Form 5425-R is voluntary under the Privacy Act of 1974 but if not submitted, selection and assignment will be determined without specific consideration of financial status. Therefore, completion of the DA Form 5425-R is in the service member's best interest and is encouraged.

b. The commander in the grade of 0-5 or higher will evaluate the nominee's qualifications for recruiting duty in accordance with the selection criteria at paragraph 2-4. The commander will complete a DA Form 5427-R and will attach it as an inclosure with the individual's DA Form 2A and DA Form 2-1. Regardless of the presence of a DA Form 5425-R, the commander will evaluate the service member's financial status to the extent possible, providing specific information and documentation if the evaluation is negative or questionable.

c. Once the commander's evaluation of the nominee is completed, the entire packet with all inclosures will be forwarded through the servicing personnel office to Commander, MILPERCEN, ATTN: DAPC-EPM-A, 2461 Eisenhower Avenue, Alexandria, VA 22331-0400.

2-7. Final processing of nominations and requests for recruiting duty

a. Upon receipt at MILPERCEN of the completed application or nomination packet (to include DA Forms 5425-R, 5426-R, and 5427-R, DA Forms 2A and 2-1), the service member's Official Military Personnel File (OMPF) will be evaluated with regard to final selection.

b. Nominees and volunteers not selected for recruiting duty by MILPERCEN will be notified through command channels. The DA Forms 5425-R, 5426-R, and 5427-R and commander's indorsements will be retained in the individual's Career Management Individual File (CMIF) for a period of 2 years.

c. The DA Forms 5425-R, 5426-R, and 5427-R, commander's indorsements, and copies of DA Forms 2A and 2-1 of those nominees and volunteers selected for recruiting duty will be filed at MILPERCEN. For those selectees stationed outside of CONUS (OCONUS), MILPERCEN will coordinate with USAREC to determine the starting date for attendance at the ARC and the duty station in USAREC. For those selectees in CONUS, the CG, USAREC, will issue TDY orders for attendance at the ARC. Procedures for determination of USAREC assignments are outlined in chapter 3.

Section III

Initial Training of Recruiters

2-8. General

This section prescribes procedures for the initial training of personnel selected for duty as US Army recruiters.

2-9. Attendance at the Army Recruiter Course (ARC)

a. All personnel selected for initial assignment as US Army recruiters will attend the ARC at Fort Benjamin Harrison. Successful completion of the ARC is a prerequisite for assignment as a recruiter. Individuals will be programmed for attendance as follows:

(1) Married personnel serving unaccompanied overseas tours and all single personnel serving overseas tours will attend the ARC on temporary duty (TDY) en route to their USAREC assignments. Applicants who volunteer for recruiting duty from dependent restricted 12-13 month short tours must waive entitlements to home base assignment.

(2) Married personnel serving accompanied overseas tours will be returned to CONUS direct to USAREC duty stations with one day TDY enroute to Fort Benjamin Harrison for final administrative processing. After reporting to USAREC, they will be placed on TDY to attend the ARC.

(3) Selectees from CONUS locations will be placed on TDY to the ARC and return to their parent unit upon completion. Determination of specific USAREC assignments will be made for these individuals during attendance at the ARC.

b. Personnel who fail to complete the ARC—

(1) Who have arrived at the ARC upon completion of an overseas tour will be reported to the CG, MILPERCEN as immediately available for assignment in accordance with AR 614-200.

(2) Who arrive at the ARC from a CONUS location pursuant to TDY orders issued by the CG, USAREC, will be returned to their parent unit for duty.

c. Upon successful completion of ARC training—

(1) Personnel who arrive at the ARC upon completion of an overseas tour will proceed to their USAREC assignment in accordance with orders issued by MILPERCEN.

(2) Personnel who arrive at the ARC pursuant to TDY orders issued by the CG, USAREC, will return to their parent unit for outprocessing.

2-10. General provisions of initial detail period with USAREC

a. Personnel assigned to recruiting duty will be stabilized with USAREC for a period of 36 months from the date of arrival.

b. Recruiters in their initial detail period of assignment will not be authorized to reenlist for assignments out of USAREC.

c. Detailed recruiters will retain their PMOS and will compete for promotion in their PMOS.

d. Upon successful completion of the ARC, active Army personnel will be awarded a Special Qualification Identifier (SQI) of four to indicate basic qualification as a recruiter.

e. Detailed recruiters will be exempt from the PMOS SQT while on recruiting duty and will not be required to test for record until they have been returned to duty in their PMOS for a minimum of 90 days.

f. Individuals selected for Advanced NCO Course (ANCO) or other non-USAREC schooling while serving in a detailed status will be deferred from attendance until completion of the detail stabilization.

2-11. New recruiters

a. Upon completion of the ARC, all recruiters will participate in the Transitional Training and Evaluation Program (TTE), also known as the New Recruiter Program. This program begins the day the candidate reports to USAREC after ARC training. During the TTE, which is normally a 9-month program, personnel will receive intensive training and supervision designed to augment ARC training and provide comprehensive on-the-job experience. The CG, USAREC, will establish detailed procedures for the conduct of the TTE.

b. All personnel undergoing the TTE program are considered new recruiters. New recruiters will not normally be assigned to supervisory positions of any type or to locations, such as one-person recruiting stations, where supervision is restricted or limited.

c. New recruiters have to complete the entire 9-month period in the New Recruiter Program.

d. The period of the New Recruiter Program is nonrated time per AR 623-205, paragraph 2-3.

(1) The nonrated period of the New Recruiter Program commences when the recruiter first reports for duty following completion of the ARC and ends upon completion of 9 months, unless the recruiter is terminated from new recruiter status earlier.

(2) For overseas returnees reporting directly to the recruiting battalion, the period between arrival at the unit and attendance at the Army Recruiter Course will also be nonrated.

(3) The combined periods described in (1) and (2) above will not exceed 12 consecutive months.

e. Voluntary reassignment of new recruiters is limited to compassionate and humanitarian reasons specified in AR 614-200. Involuntary reassignment of new recruiters is outlined in chapter 5.

Section IV

Selection and Assignment of Enlisted Personnel to USAREC Administrative Support Positions

2-12. Assignment policy

Personnel to serve in authorized administrative support personnel positions in USAREC, to include the Recruiting Support Command, will be assigned by the CG, MILPERCEN. Table 2-1 lists support MOS common in USAREC.

2-13. Selection procedures for support personnel

a. To the maximum practical extent, administrative support positions in USAREC will be filled with volunteers returning from overseas service. USAREC experience shows that highly qualified volunteers serve well in these positions. Volunteers are normally better prepared for the demands of USAREC service and the relatively high cost of living they will experience through assignment to metropolitan areas that characterize the USAREC environment. Procedures for volunteers are as follows:

(1) Personnel serving in CONUS or in overseas commands may request assignment to recruiting support duties by submitting a request through their chain of command to Commander, MILPERCEN, ATTN: DAPC-(appropriate career branch), 2461 Eisenhower Avenue, Alexandria, Virginia 22331-0400 (see AR 614-200, table 1-1). Requests will be submitted on DA Form 4187 listing a minimum of three USAREC organizations in order of preference. USAREC organizations and their locations are listed in appendix B. Final determination of the USAREC assignment will be made through coordination between USAREC and MILPERCEN based on command needs.

(2) Applications submitted by personnel overseas will be submitted to arrive at MILPERCEN not earlier than 12 months nor later than 6 months prior to DEROS.

(3) Applicants will state on the DA Form 4187 that they have sufficient time remaining on current enlistment (as of DEROS, if overseas) or will take the required action to acquire sufficient remaining service to complete a normal 3 year tour of duty in USAREC if selected for that assignment.

(4) One copy of the individual's DA Forms 2A and 2-1 will accompany the application.

(5) The immediate commander of the applicant will make recommendations by indorsement, specifically addressing the applicant's probable ability to perform in the USAREC environment, considering the same factors that apply to recruiter personnel (see para 2-4).

b. In the absence of sufficient volunteers, MILPERCEN will direct the assignment of qualified personnel for USAREC administrative support positions. Procedures are as follows:

(1) Personnel ordered to USAREC will be identified to USAREC and losing commanders using existing Centralized Assignment Procedures (CAP III).

(2) For administrative support personnel, MILPERCEN and USAREC will conduct initial screening similar to that specified for recruiter nominees in paragraph 2-4. If derogatory information surfaces concerning USAREC replacements, it will be evaluated by MILPERCEN and USAREC. If it appears that the individual's duty performance in USAREC will be impaired, the CG, MILPERCEN, exercises decision authority for deletion.

(3) Losing installation commanders will ensure unit commanders interview personnel identified by MILPERCEN for assignment to USAREC. General guidance contained in paragraph 2-4 will be used to conduct the interview. Unit commanders will request the deletion of personnel unqualified for USAREC service in accordance with this regulation. Installation commanders will use deletion procedures outlined in AR 614-200, paragraph 7-6 and table 7-1. Rule 1 of the table will be used for CONUS replacements; rule 5 for replacements in overseas commands.

c. Administrative support personnel in USAREC incur a 36 month assignment stabilization, beginning the date the service member reports to the USAREC unit of assignment. Administrative support personnel will not normally be reassigned within USAREC.

2-14. Selection of Recruiting Exhibit Team personnel

a. The Recruiting Support Command contributes to the recruiting effort by organizing, managing and fielding exhibit teams that represent the US Army throughout the continental United States. These exhibit teams support recruiters in the field by obtaining names of interested young men and women for enlistment. The exhibit teams are comprised of outstanding Army soldiers who desire and are qualified to travel extensively and present the Army story to the American public. Exhibit team members are assigned in duty MOS 00D as Exhibit Touring Specialists.

b. Volunteers for the Recruiting Exhibit Team must meet the selection criteria in paragraph 2-4 and must additionally—

(1) Be qualified to perform duties on extended TDY (up to 11 months annually).

(2) Have the desire to meet the public.

(3) Have excellent communication skills.

(4) Not be pending an overseas tour, special assignment, or have other assignment limitations.

(5) Not be receiving an enlistment/reenlistment bonus.

(6) Preferably not be in a shortage MOS.

(7) Not possess any temporary or permanent profile that limits lifting, driving, extended standing, or other moderately stressful physical exertion.

c. Applications for duty as an exhibit team member should be submitted on DA Form 4187 and must include DA Forms 2A and 2-1, an official photograph, and a letter of recommendation from a field grade officer in the chain of command. Applications should be mailed to the Commander, Recruiting Support Command, Building 6, Cameron Station, Alexandria, VA 22314-5050.

d. Qualified applicants will normally be interviewed by Commander, Recruiting Support Command prior to final approval and selection by CG, MILPERCEN.

e. The stabilization period for members of the Recruiting Exhibit Team is 2 years from the date of assignment. Extension for a

period not to exceed 1 year may be recommended by Commander, Recruiting Support Command with the concurrence of the individual. Final approval rests with CG, MILPERCEN.

Chapter 3 Assignment and Reassignments within USAREC

Section I General

3-1. Purpose

a. This chapter prescribes procedures for the initial assignment of recruiters to USAREC and subsequent reassignments within USAREC for the purpose of continuing on recruiting duty.

b. Assignment/reassignment policies are designed to—

(1) Meet the needs of USAREC, distributing equitable levels of strength and experience while taking into account, when possible, the individual preferences of the recruiter.

(2) Promote recruiter retention and reduce training and selection costs.

(3) Capitalize on individual recruiting talents and experience.

(4) Provide career progression for the recruiting force.

(5) Fill key recruiter staff positions in recruiting battalions, brigades, HQ USAREC, or at the Soldier Support Center in ARC instructor positions.

(6) Rehabilitatively reassign recruiters who are deemed to possess a high level of potential for further recruiting duty.

(7) Exploit identified quality recruiting markets.

c. All assignments/reassignments will be centrally controlled by HQ, USAREC, based on the needs of the command. Commander, ARPERCEN is the final approval authority for all AGR personnel assignments/reassignments.

d. Monthly reports of operational assignments approved by the CG, USAREC, will be furnished the CG, MILPERCEN, per paragraph 3-11.

Section II Initial Assignment of Recruiter Selectees to USAREC

3-2. Overseas returnees

Upon notification from MILPERCEN that a service member overseas has been accepted for recruiting duty, USAREC will immediately send a welcome letter and an assignment worksheet to the soldier. The letter will request prompt return of the worksheet to USAREC as it contains necessary information to be used as a basis for establishing a specific USAREC assignment. The soldier's command and MILPERCEN will be notified by USAREC immediately upon determination of the duty location.

Personnel scheduled to attend the ARC upon completion of their overseas tour will be given orders to a recruiting battalion assignment prior to departure from the overseas area.

3-3. CONUS selectees

a. Regular Army personnel who arrive at the ARC from CONUS installations will receive a recruiting battalion and station level assignment prior to completion of ARC schooling. Procedures for determination of the assignment are as follows:

(1) During the first week of the ARC, each individual will be interviewed and will complete an assignment worksheet which will be utilized during the assignment process. Individual preferences will be honored, when possible, provided the primary considerations of command distribution and priorities can be met.

(2) Recruiting battalion assignments will be announced by USAREC during the second week of the ARC.

(3) Once the initial assignments to recruiting battalions have been established, recruiter assignment worksheets will be sent by USAREC to the gaining units. Gaining units will then determine station level assignments (considering the assignment limitations outlined in paragraph 3-3b) and notify HQ USAREC by an established suspense date.

(4) HQ USAREC will report station assignments to MILPERCEN and appropriate assignment instructions will be forwarded to servicing personnel offices for publishing of orders. Reporting dates of ARC graduates will normally be established 45 days after graduation from the ARC.

(5) The station level assignment program is intended to—

(a) Facilitate reassignment processing and sponsorship programs by allowing soldiers to ship household goods direct to a station area.

(b) Aid in making sound and logical plans/decisions about family issues early in the tour with USAREC.

(c) Develop an identity with and commitment to the gaining organization and station.

(d) Allow gaining personnel adequate opportunity to assist the new recruiter and family members in their transition to the recruiting environment.

(6) Once a station level assignment has been made and reported to MILPERCEN, the assignment remains firm. In extraordinary circumstances when a change in station assignment appears necessary, a request may be forwarded to HQ USAREC in writing with complete justification for the change. Facsimile or electronic mail capabilities may be used to request a change in station assignments.

b. New recruiters should not be considered for the following station level assignments:

(1) To one-person recruiting stations in which vacancies are filled by the operational reassignment of experienced recruiters.

(2) To multi-person recruiting stations in which all assigned recruiters are new recruiters.

(3) To a multi-person recruiting station in which the station commander is junior in grade or date of rank to the new recruiter.

(4) To any cadre (MOS 00R) position.

c. Exceptions to the assignment limitations in b above may be approved by HQ, USAREC for new recruiters who are former successful recruiters and who have been awarded the PMOS 00R upon graduation from the ARC.

3-4. Diversion of recruiter replacements

a. To respond to operational requirements, better distribute the recruiting force, preclude personal hardship on recruiter replacements, and quickly offset unprogrammed losses, the CG, USAREC, may divert overseas replacements en route to USAREC recruiting battalions. This authority may not be further delegated below HQ, USAREC level.

b. Diversion action must be justified by clearly established operational necessity. Due consideration will be given to the potential adverse personal impact of short notice relocation of duty stations on replacements and their families.

c. The CG, USAREC, will report all approved diversions to the CG, MILPERCEN.

Section III Stabilization and Assignment/ Reassignment Policies

3-5. General

The following policies apply to assignments and reassignments, both voluntary and operational, within the US Army Recruiting Command.

a. Detailed recruiters will be established in USAREC for 36 months. (Procedures for requesting retention in USAREC beyond the initial detail period are covered in chapter 4 and chapter 6 for AGR personnel.)

b. Individuals (PMOS 00R) who are re-assigned to a new recruiting battalion, brigade headquarters, or HQ USAREC incur a new 3-year stabilization.

c. Recruiters must serve a minimum of 24 months in a geographical location before any cost reassignment is authorized. Detailed recruiters must also have approval from MILPERCEN for reclassification to PMOS 00R before a cost move is authorized. PMOS 00R is not currently authorized for AGR recruiters.

d. Station commanders, guidance counselors, operations NCOs, recruiting first sergeants, and professional development NCOs will be stabilized for 24 months in their duty position as well as their duty location. This is necessary to reduce turbulence in these key positions and to maximize the specialized training provided. Every attempt should be made to program attendance at the appropriate course of instruction prior to assignment to the key position.

e. ARC instructors assigned to the Soldier Support Center are stabilized for 3 years.

f. Reassignments should balance talent, experience, and strength levels across the command.

g. Reassignment to a contiguous recruiting battalion is not authorized. An exception to this policy is authorized for the reassignment of a recruiter from a recruiting battalion to a co-located recruiting brigade headquarters, provided the reassignment clearly provides for career progression.

h. Rehabilitative reassignments will not be authorized as cost reassignments without detailed justification (see para 3-7g).

i. Individual preferences will be considered when possible. Preference statements may be updated and submitted to HQ USAREC as often as an individual desires for use in the event that reassignment is necessary to meet the needs of the command.

j. Normal and maximum tour lengths for career recruiting personnel are outlined below:

(1) *Command sergeant majors*. Normal tour in the same recruiting brigade or in HQ USAREC is 30 months. CSM personnel are eligible to be moved upon the needs of the command within fiscal year PCS constraints.

(2) *Sergeant majors, and master sergeants*. Normal tour in the same recruiting battalion, brigade, or in HQ USAREC is 3 years; maximum time in the same unit is 4 years. SGM and MSG personnel are eligible to be moved between the 2d and 4th year based upon the needs of the command.

(3) *Sergeant first class (P) and below*. Normal tour in the same recruiting battalion, brigade, or in HQ USAREC is 3 years; maximum time in the same unit is 6 years. SFC(P) and below are eligible to be moved between the 2d and 6th year based on the needs of the command.

(4) *Active Guard/Reserve*. AGR tour lengths will be as directed by HQDA OCAR and Cdr, ARPERCEN.

3-6. Senior NCO Reassignment Program

a. The maximum tour lengths prescribed in paragraph 3-5j provide the basis for the Senior NCO Reassignment Program (4/6-year program). The intent of this program is to ensure cross-leveling and distribution of experienced recruiters to new recruiting environments and to provide for career progression throughout the recruiting force. The Senior NCO Reassignment Program applies to all career recruiting personnel assigned to USAREC. Specifically, the program requires that—

(1) SGM and MSG personnel move at the completion of 4 years in a recruiting battalion, brigade headquarters, or HQ USAREC.

(2) SFC and below move at the completion of 6 years in a recruiting battalion, brigade headquarters, or HQ USAREC.

b. Due to the transition of maximum tour lengths from 6 years (for E7 and below) to 4 years (for E8 and above), individuals in the grade of SFC(P) are unique and may incur maximum tour lengths that fall between 4 and 6 years. For example, as long as an individual remains an SFC(P) he or she is considered to have a maximum tour length of 6 years in the same unit. However, upon actual promotion to E8, maximum tour length becomes 4 years. Accordingly, if an SFC(P) is promoted to E8 after 1 year in the unit, the individual must be reassigned at the completion of 5 years. If an SFC(P) is promoted to E8 after 2 years in the unit, the maximum tour length is 6 years. The maximum time in the same unit will not exceed 6 years, or 4 years as an E8, whichever comes first.

c. In determining appropriate assignments for newly-selected E7(P) personnel into E8 positions, consideration must be given to insuring that the individual can serve up to 24 months in the new position prior to reaching 6 years in the same unit. If the individual has insufficient time remaining to accomplish this, he or she will be programmed for reassignment to an E8 position in another unit.

d. Individuals must move at the completion of their maximum tour lengths, regardless of time served in the current duty location.

e. Individuals within 6 months of their maximum tour length will normally be considered for command priorities and vacancies before individuals who are not approaching their required reassignment dates.

f. If a recruiter is assigned to a station or company that is redesignated as a unit in a different recruiting battalion, the initial reporting date to that station or company counts as assigned time in the new recruiting battalion. The total time assigned to the station or company is considered toward the maximum tour length under the Senior NCO Reassignment Program.

g. The Senior NCO Reassignment Program prescribes maximum tour lengths only and does not restrict earlier reassignment if otherwise eligible.

3-7. Operational recruiter reassignments

a. Operational reassignments of Army recruiters impact on production capability and as such, are time sensitive. To respond to these requirements, the CG, USAREC may approve a maximum number (established yearly by Cdr, MILPERCEN) of fully funded operational reassignments monthly which involve a permanent change of station (PCS). This authority may not be further delegated below HQ, USAREC, level. A monthly report of operational assignments approved by CG, USAREC, will be furnished to the CG, MILPERCEN.

b. All operational reassignments which involve entitlement to a second payment of a dislocation allowance within a fiscal year

and those assignments that would exceed the CG, USAREC's monthly approval ceiling will be forwarded to the CG, MILPERCEN, for approval. All operational reassignments for AGR personnel will be forwarded through command channels. All assignments/reassignments for AGR personnel will be forwarded to Cdr, ARPERCEN for approval.

c. Operational reassignments must be based on valid requirements and sound justification. Operational reassignments will not be used as a substitute means to reassign recruiters with personal problems that would normally be resolved through application for a compassionate reassignment under AR 614-200 or as a substitute means for joint domicile or other assignments. Approval authority for these types of assignments rests with the CG, MILPERCEN/Cdr, ARPERCEN. Requests for compassionate reassignments must be submitted through the servicing military personnel office (MILPO).

d. The policies outlined in paragraph 3-5 apply to all operational reassignments.

e. Individuals in the TTE Program (see para 2-11) will not be considered for operational reassignment.

f. Operational reassignments should provide for career progression.

(1) Examples of career progression reassignments are—

(a) Field recruiter to station commander.

(b) One-person station commander to multi-person station commander.

(c) Station commander to a staff recruiter position.

(2) Reassignments to identical positions, such as field recruiter to field recruiter, will not be supported unless they are submitted due to station openings or closures or as rehabilitative operational reassignments.

g. Rehabilitative operational reassignments are authorized on a no cost or low cost basis when an excellent possibility exists that a marginal or unsatisfactory recruiter will be successfully retained in USAREC as a result of the rehabilitative action. Rehabilitative reassignments at full cost will be limited to exceptional cases which provide detailed justification and documentation, to include evidence of remedial training, counseling statements, trainer's evaluations, production records, etc. Other requirements that pertain to all requests for rehabilitative reassignments are as follows:

(1) Requests for rehabilitative reassignments must include a statement from the recruiter acknowledging that he or she has been advised of the basis for the proposed rehabilitative reassignment.

(2) Individuals in the New Recruiter Program should not be rehabilitatively reassigned unless an exception to policy is granted for extension of the New Recruiter Program. Detailed justification and training documentation is required.

(3) Cadre personnel will only be rehabilitatively reassigned to authorized OOR positions.

(4) Upon approval of a rehabilitative operational reassignment, all supporting documentation such as counseling statements and training evaluations will be forwarded to the gaining unit. The recruiter will then be observed for a period of 6 months and evaluated. If sufficient improvement in performance has not occurred, action should be initiated to request involuntary reassignment under paragraph 5-5 or 5-6.

h. Recruiter vacancies created by operational reassignments normally will be filled by replacements who are newly assigned graduates of the Army Recruiter Course.

i. Operational reassignments are categorized as either cost, low cost, or no cost reassignments. Determination of the specific category will be made using the following criteria:

(1) *Cost move.* A fully funded permanent PCS. Relocation of household goods and family members is authorized at Government expense.

(2) *Low cost move.* Reassignment to a permanent duty station which obligates the Government to not more than \$100. Relocation of household goods and family members at Government expense is not authorized with a low cost move.

(3) *No cost move.* A change in duty station or duty position that involves no cost whatsoever to the Government.

j. Requests for all types of operational moves must be submitted for approval to HQ, USAREC. All reassignments, including those that involve a position change only, affect individual records, utilization, variable housing allowance (VHA) etc., and, therefore, must be centrally managed. Recruiters will not be moved without the approval of HQ, USAREC and not prior to issuance of reassignment orders by the servicing MILPO. The Cdr, ARPERCEN will issue reassignment orders on all AGR personnel. Commanders who direct movement of recruiters without proper authority may be personally liable for costs incurred. HQ, USAREC, will not backdate the authority for movement in order to compensate for lack of obtaining proper approval.

k. The format for submission of operational reassignments is at figure 3-1. The subject line on the request will reflect the specific type of move requested (cost, low cost, or no cost). Requirements for submission are as follows:

(1) *Operational requests will include complete gaining/losing station information, to include names of incumbents and replacements, unit identification codes (UIC), Recruiting Station Identification Codes (RSID), city, State, and ZIP Codes.*

(2) *Cost moves should be submitted at least 60 days prior to requested reporting date and low cost/no cost moves at least 45 days, except in unusual circumstances such as relief.*

l. Operational reassignments may be directed by HQ, USAREC to balance command strength and experience levels, to fill critical recruiting vacancies, or to manage

the recruiting force in accordance with established priorities and policies. All personnel are eligible to be involuntarily reassigned by HQ USAREC upon completion of 2 years in their current duty location, although every effort will be made to avoid such situations and allow completion of a normal 3 year tour. Priority for involuntary reassignment will be given to individuals within 6 months of their maximum tour lengths in accordance with the Senior NCO Reassignment Program (para 3-6). Procedures for HQ, USAREC-directed operational reassignments are as follows:

(1) Individual preference statements will be taken into consideration, if previously submitted.

(2) If the individual's preference cannot be honored, then the service member will be notified of available command priority assignments identified by HQ, USAREC. Every effort will be made to offer the individual at least three choices. However, in isolated cases, a selection may not be offered due to a priority requirement.

(3) When the individual is given a choice of alternative assignments, selection must be submitted in writing by the established suspense date. If no response is received by the established suspense date, HQ, USAREC, will issue assignment instructions to a command priority assignment.

(4) Once the assignment is determined, coordination will be made with the gaining unit for a station level assignment. The request for orders will be published accordingly.

m. Once an individual has been identified in writing for an operational reassignment and notified by the chain of command, no voluntary request for reassignment will be accepted from the individual. Local commanders are responsible for expeditiously notifying individuals of operational reassignment actions.

3-8. Nominative USAREC assignments

a. Selected USAREC staff, liaison NCO, and instructor positions require exceptionally qualified personnel with specialized recruiting skills. These positions are identified as nominative positions and are authorized only for career OOR personnel. The exception will be for AGR positions with career OOE personnel who are not currently authorized MOS OOR. Nominative positions are managed as follows:

(1) Recruiting brigades are responsible for providing qualified nominees for a selected number and type of positions. These positions are identified to recruiting brigades on a "fair-share" basis, given the overall personnel strength of the brigade and the number of positions to be filled.

(2) Once nominated, individuals undergo a detailed screening process before final selection is made. Appropriate commanders and individuals are notified concerning the selection process.

b. Reassignments to nominative positions are operational in nature. Selected individuals incur the normal 3 year stabilization beginning the date they are assigned to the new unit.

3-9. Voluntary reassignments

Recruiters who have successfully completed their initial 36 month stabilization in USAREC and have been reclassified to PMOS OOR (see chap 4) may request reassignment within USAREC to a new recruiting battalion or brigade. Detailed recruiters are not eligible to request voluntary reassignment within USAREC.

a. Approval of a voluntary request depend on—

- (1) A position vacancy.
- (2) The experienced recruiter levels in both the losing and gaining units.
- (3) Eligibility of the individual to move.
- (4) MILPERCEN approval of the reassignment.

b. The policies outlined in paragraph 3-5 apply to voluntary reassignments within USAREC.

c. At the time of submission for voluntary reassignment, the recruiter must—

- (1) Meet the height and weight standards in AR 600-9.
- (2) Be within 6 months of completing the normal tour and within 6 months of completing 2 years in the current geographical location since the last cost move.
- (3) Not be pending investigation or unfavorable action.
- (4) Agree to extend or reenlist to meet the new 36 month stabilization effective on the reporting date to the gaining unit.

d. Procedures for requesting reassignment within USAREC are as follows:

(1) The request for voluntary reassignment will be submitted through the chain of command using DA Form 4187. The recruiter should list at least three recruiting battalions in order of preference.

(2) Recruiting battalion commanders will—

(a) Verify eligibility per paragraph c above.

(b) Recommend approval/disapproval. If disapproval is recommended, the reason must be provided.

(c) Recommend a reporting date (generally between 90 and 180 days from the date of submission).

(d) Provide the date of the last cost PCS.

(e) Ensure that the request arrives at HQ USAREC with updated copies of DA Forms 2A and 2-1.

e. All requests for assignment will be forwarded to HQ USAREC regardless of the commander's recommendation.

f. Requests for reassignment will be reviewed at HQ USAREC to ensure that eligibility criteria and the needs of the command are met. If none of the individual's choices can be accommodated, the request will be returned to the service member listing three available command priority units. The individual may select one of the three alternative units or may withdraw the

request and resubmit at a later date, provided he or she is not eligible for reassignment under the Senior NCO Reassignment Program (see para 3-6). If the service member is eligible for reassignment under the Senior NCO Reassignment Program, he or she may not withdraw the request and must choose one of the three units offered. In all cases, if no response is received by an established suspense date, HQ, USAREC, will issue operational assignment instructions to a command priority unit.

g. Once an individual has submitted a voluntary request, commanders are precluded from submitting an operational request for reassignment until a final decision has been reached on the voluntary request.

h. Requests may be disapproved by HQ, USAREC based on applicable policies. Requests recommended for approval will be forwarded to CG, MILPERCEN for final determination.

i. Once an assignment is approved, coordination will be made with the gaining unit to determine station level assignment and the request for orders will read as such.

j. An individual may not withdraw an approved reassignment request unless the provisions for deletion prescribed in AR 614-200 are met. Such requests must be submitted to the servicing MILPO with a copy furnished to Commander, USAREC, ATTN: USARCPA-PS-E. Requests for withdrawal of AGR personnel will be forwarded through USAREC channels to Cdr, ARPERCEN, (DARP-FSE).

k. Requests for deferments or changes of reporting dates must be submitted with justification to Commander, USAREC, ATTN: USARCPA-PS-E, within 10 working days of receipt of reassignment instructions.

l. After completion of a 3-year stabilized tour in a new unit, recruiters may not request voluntary reassignment to the former unit where they had served immediately prior to their current assignment.

3-10. Other reassignment requests from USAREC personnel

a. Couples desiring to be considered for joint domicile should enroll in the Army's Married Couple Program.

(1) Request for joint domicile assignment within USAREC must be submitted on DA Form 4187 to Commander, USAREC, ATTN: USARCPA-PS-E. Requests must include a copy of the marriage certificate and current copies of DA Forms 2A and 2-1.

(2) Consideration will be given to a joint domicile request based on valid vacancies at the gaining unit and other factors such as stabilization and status of detail period.

(3) Married Army couples may be assigned to the same geographical location when a valid vacancy exists for both members.

(4) Couples will not be assigned to the same recruiting station or duty station.

(5) Assignments must not place either member in the direct line of supervision of the other.

b. Request for compassionate reassignment will be submitted on DA Form 3739 (Application for Assignment/Deletion/Deferment for Extreme Family Problems) through the servicing MILPO to MILPERCEN. An information copy must be forwarded to Commander, USAREC, ATTN: USARCPA-PS-E. The final approval authority is the CG, MILPERCEN.

(1) If approved by the CG, MILPERCEN, the service member will incur a 1-year stabilization. Upon completion of the stabilization, the service member may be reassigned, in coordination with the recruiting battalion and brigade within the needs of the command.

(2) In cases where the compassionate situation severely restricts the recruiter's ability to accomplish the mission and resolve the hardship problem, commanders may consider terminating the recruiter's SDAPP and withdrawing the mission for a period not to exceed 1 year. Assignment to other duties commensurate with grade and experience would be appropriate.

c. Personnel with special family problems should enroll in the Exceptional Family Member Program to avoid future reassignment difficulties. Procedures and requirements for enrollment are outlined in AR 614-203.

3-11. Operational reassignment report

a. HQ, USAREC will submit an operational reassignment report to Cdr, MILPERCEN, ATTN: DAPC-EPM-A, Alexandria, Virginia 22331-0400.

b. The report will be submitted by the 10th of each month.

c. The report will contain the brigade; name, grade, and social security number of individual; and the location of the previous and reassigned station.

Chapter 4

Completion of Initial Detail Period with USAREC

4-1. General

a. The initial period of detail to recruiting duties in USAREC is 36 months. At the completion of this period, a recruiter must either return to duties in his or her PMOS (or another MOS within the needs of the service) or he or she must be reclassified to PMOS 00R and join the career recruiting and retention force. Selectees for reclassification to PMOS 00R may anticipate a career assignment rotation schedule between recruiting duty and retention duty, both in CONUS and overseas.

b. Each detailed recruiter must be counseled not later than the 27th month of recruiting duty regarding reclassification to PMOS 00R.

4-2. Selection procedures for reclassification to PMOS 00R

a. Although recruiters will normally be considered for reclassification to PMOS 00R at the time of the 30th month counseling, commanders may recommend exceptionally outstanding individuals for reclassification to 00R at the completion of 18 months of recruiting duty. The earliest authorized effective date of reclassification is the 18th month on recruiting.

b. To be eligible for reclassification to PMOS 00R, a recruiter—

(1) Must have completed a minimum of 24 months on recruiting duty if a detailed recruiter, or must graduate from the ARC if a former successful recruiter.

(2) Must not be an SRB recipient, unless concurrently volunteering to have unearned portion of SRB recouped.

(3) Must not hold a PMOS designated by CG, MILPERCEN to be a restricted MOS due to its criticality Army-wide.

(4) Must not be pending investigation or any unfavorable action.

(5) Must be a successful recruiter and be qualified to represent the command in leadership, staff, and retention positions of increasing responsibility.

(6) Must be emotionally and financially stable, possess outstanding bearing, and exhibit a professional attitude toward career recruiting and retention duties.

c. A request for reclassification to PMOS 00R is voluntary on the part of the recruiter. Approval requires the recommendation of approval from the recruiting battalion commander and the CG, USAREC, and the final approval of the CG, MILPERCEN. Procedures for submission of requests for reclassification to PMOS 00R are as follows:

(1) The recruiter must submit a request on DA Form 4187 through the recruiting battalion commander to Commander, USAREC, ATTN: USARCPA-PS-E. The DA Form 4187 must include current height and weight information and one of the statements below.

(a) Individual has been selected for ANCOC but has not yet attended.

(b) Individual has not been selected for ANCOC.

(c) Individual has attended ANCOC.

(2) The recruiting battalion commander, or acting commander, must sign the DA Form 4187, recommending approval or disapproval based on the assessment of the recruiter in accordance with paragraph b above. A recommendation of disapproval must include specific comments.

(3) DA Forms 2A and 2-1 on the individual concerned must accompany the request for reclassification to HQ USAREC.

4-3. Reassignment from USAREC upon completion of detail period

a. Recruiters who do not voluntarily elect reclassification to PMOS 00R will be reassigned from USAREC after completion of their 36 month detail period.

(1) Detailed recruiters upon their decision not to reclassify to PMOS 00R should

forward current DA form 2A and 2-1 and DA 2635, Enlisted Preference Statement, dated August 1984, to their respective Career Branch to arrive NLT the 30th month of their detail period.

(2) Subsequently, once assignment instructions are issued by the Career Branch, the soldier will not normally be permitted to voluntarily extend the detailed period or reclassify to PMOS 00R.

b. Recruiters who are reassigned from USAREC after successful completion of their detail period will normally be considered eligible to return to recruiting duty at a later date, provided eligibility criteria in paragraph 2-4 are maintained. Recruiters reassigned under this provision will retain the special qualification identifier (SQI 4).

c. AGR personnel are not currently authorized to hold MOS 00R. The SQI 4 is not authorized with MOS 00E at any level; however, those AGR personnel who have successfully completed the Guidance Counselor Course at Fort Ben Harrison may be awarded ASI V7.

d. The Recruiting Battalion Commander will ensure that action to terminate the detailed soldier's SDAPP has been initiated and completed prior to the soldier's departure.

Chapter 5 Voluntary/Involuntary Reassignment from Recruiting Duty

Section I General

5-1. Purpose

This chapter prescribes guidance for the involuntary reassignment of individuals from recruiting duty and the voluntary release of cadre recruiters upon completion of stabilization periods. Reassignment policies and procedures for AGR personnel are in chapter 6.

5-2. General policy

a. Individuals assigned to recruiting duty represent the United States Army in the civilian community. Such assignments require high standards of knowledge, effectiveness, physical appearance, fitness, honesty and integrity. Each individual assigned to recruiting duty must maintain these standards.

b. Any Army member, civilian employee, or other person who has knowledge or information concerning actual or possible improper conduct by recruiting personnel, including allegations of unethical recruiting practices, will transmit such information to the Commander, USAREC, ATTN: USARCES-RIID, Ft Sheridan, IL 60037-6000; for appropriate action. The CG, USAREC, will prescribe detailed procedures for the reporting, processing, investigation, and disposition of allegations of improper recruiting practices.

c. Reassignments may be requested by the CG, USAREC based on approved actions by subordinate commanders. Final action on requests for reassignment from USAREC rests with the CG, MILPERCEN. With due regard for administrative due process (see para 5-10), requests for involuntary reassignment will be expeditiously forwarded through command channels to the CG, MILPERCEN. Priority for prompt reassignment will be for those personnel who—

(1) Fail to maintain acceptable standards of personal and professional conduct.

(2) Intentionally violate or negligently ignore a prescribed regulation or procedure to obtain an enlistment.

(3) Fail to sustain desired levels of efficiency.

Section II Involuntary Reassignment of Recruiters

5-3. General

The CG, USAREC may recommend the involuntary reclassification and/or reassignment of Army recruiters whose performance does not meet USAREC retention standards. Recruiters may be considered for involuntary reassignment either as unqualified, ineffective, or unsuitable at any time or upon completion of stabilization. The provision for involuntary reassignment applies to all recruiters, detailed and cadre.

a. Involuntary reassignment as unqualified or ineffective will be requested only after a determination that adequate assistance, training, supervision, and counseling, or medical rehabilitation will not be or was not effective to correct inadequacies.

b. The requirement for remedial training, assistance, and counseling procedures specified for ineffective or unqualified recruiters is not applicable to recommendations of the involuntary reassignment of unsuitable recruiters except as indicated in paragraph 5-6.

c. USAREC commanders will ensure that individuals recommended for reassignment receive fair and equitable treatment. The potential adverse impact on the career of recruiters recommended for reassignment for cause (ineffective, unsuitable) in terms of future promotions, reenlistment, assignments, and active duty tenure must be considered.

5-4. Unqualified recruiters

a. A recruiter's reassignment as unqualified is without prejudice. It does not, in other words, entail the potential adverse career impact as do unsuitable or ineffective reassignments. Individuals reassigned as unqualified may be considered for future assignment to recruiting duty upon satisfactory presentation of information to the CG, USAREC and CG, MILPERCEN that disqualifying conditions have been corrected.

b. Recruiters, including recruiters serving in the New Recruiter Program where appropriate, may be identified as unqualified for the following reasons:

(1) Personnel unable to accomplish recruiting duties due to physical or medical limitations, not the result of misconduct. Reports of medical evaluation in accordance with the AR 40-501, chapter 9, by a US Army physician assigned to an Army medical facility will be inclosed to justify requests for assignment. Personnel normally will not be reassigned based on temporary medical conditions that are expected to be resolved within a reasonable time, normally 120 days or less.

(2) Personnel who incur financial hardship that results directly from their assignment to recruiting duties and does not involve mismanagement of personal income. Statements that compare personal income against validated obligations will be inclosed to justify these requests.

(3) Personnel whose spouse or family members become involved in unfavorable incidents that impair the recruiter's performance of duty or reputation in civilian communities. These requests must be justified by sufficient documentation of unfavorable incidents.

5-5. Ineffective recruiters or ineffective new recruiters

a. Recruiters (other than new recruiters).

(1) Recruiters may be identified as ineffective for—

(a) Failure to respond to training, performance counseling, and other guidance. Statements that support the recruiter's failure to respond and evidence of counseling must support these requests.

(b) Failure to attain or sustain assigned production standards for Army enlistments; unsatisfactory performance in accordance with established objectives and standards; or failure to develop the necessary sales ability to be a successful recruiter. Objective evidence of production failure and statements that show remedial performance counseling must support these requests. Reassignments based exclusively on a lack of sales ability are restricted to new recruiters serving their first 9 months on recruiting duty.

(c) Failure to maintain adequate knowledge of regulations, programs, policies, and procedures related to recruitment and enlistment. Statements that clearly show this shortcoming must justify these requests.

b. New recruiters.

(1) New recruiters may be identified as ineffective during the first 9 months on recruiting duty for the following reasons:

(a) Failure to demonstrate possession of the necessary attributes to become successful field recruiters. These attributes include, but are not limited to, sales ability, attention to detail, self-expression, effective time management, forcefulness, and positive attitude and motivation. Statements from supervisors and training personnel that document the specific failure must accompany these requests.

(b) *Failure to demonstrate satisfactory progress in the Transitional Training and Evaluation Program (TTE).* Progress in the TTE program includes developing an ability to absorb and achieve increased recruiting objectives, apply recruiting techniques, increase technical knowledge of recruiting, and learn the peculiarities of the local environment. Objective and documented evidence of failure to achieve these recruiting objectives will accompany these requests. Statements from supervisors also document unsatisfactory progress and add justification to requests for reassignments.

(2) Normally, new recruiters will not be recommended for involuntary reassignment before they have completed at least 6 months of USAREC service.

(3) Due to the unique requirements of recruiting duty, reassignment while serving as a new recruiter (except for reasons of unsuitability) will not be construed as a reflection on a noncommissioned officer's overall ability as a soldier. These reassignments will not be documented in detail in the individual's Official Military Personnel File (OMPF).

5-6 Unsuitable recruiters

Recruiters, including new recruiters, may be identified as unsuitable for any of the following reasons.

a. *Commission of improper recruiting practices that violate Federal, State, or local law, DOD or DA regulations, or USAREC regulations, directives or policies.* Evidence of specific practices must accompany requests for reassignment and must have been processed through the Enlistment Standards Directorate, HQ USAREC. Additionally, evidence of disciplinary or administrative actions taken against the recruiter or considerations which countered such actions must be provided.

b. *Failure to meet or maintain acceptable standards of conduct, to include involvement in unfavorable incidents or commission of acts which adversely reflect on the Army and the recruiter and which violate civil law or (UCMJ).* Description and evidence of specific incidents and/or acts must support these requests. Either evidence of disciplinary or administrative action taken against the recruiter or considerations which countered such actions must be provided with these requests.

c. *Failure to maintain acceptable standards of personal appearance, including maintenance of physical fitness and weight standards in accordance with AR 350-15 and AR 600-9.* Documentary evidence of specific deficiencies and remedial action taken to correct the soldier's inadequacies must be provided.

d. *Mismanagement of personal income.* A failure to pay just debts after proper counseling or evidence of financial hardship on family members that can only be alleviated or remedied by reassignment from recruiting duty, must be demonstrated. The impact of financial mismanagement on recruiters' reputations in the civilian communities

where they reside and perform duty should be reported. Statements that compare personal income with liabilities must accompany these requests.

5-7. Suspension of USAREC personnel from recruiting duties

a. Suspension from recruiting duty is the removal of a recruiter from all contact with prospects and applicants for enlistment and from the processing of any documentation concerning active applications for enlistment. The provision for suspension exists to prevent recurrence of incidents of impropriety and misconduct involving recruiters and to minimize the adverse impact such incidents or suspected incidents have on the public image of the U.S. Army.

b. Recruiting battalion and recruiting brigade commanders (or an acting commander in the grade of major and above) are authorized to suspend USAREC personnel within their respective commands who are suspected of improper recruiting practices or who are identified as unsuitable, in accordance with the criteria specified in paragraph 5-6. Normally, recruiters identified as unqualified or ineffective under paragraph 5-4 or 5-5 will not be suspended but will continue to perform recruiting duties pending involuntary reassignment. SDAPP will not be terminated prior to departure for individuals being reassigned unless suspension is directed as an exception to policy. However, on a case-by-case basis, recruiters in these two categories may be suspended by the recruiting battalion or brigade commander, provided detailed justification is forwarded through command channels with the reassignment action.

c. Suspended recruiters are not entitled to SDAPP because they are removed from their recruiting duties. Termination of SDAPP is effective on the date of suspension. Accordingly, commanders must review each case thoroughly prior to suspension to ensure that the basis for the action is adequate. When a recruiter is suspended, he or she must be notified in writing, both of the basis for the suspension and of the action to terminate SDAPP per AR 600-200, paragraphs 6-3 and 6-4 or AR 135-205, chapter 6 for AGR personnel. The recruiter will be given the chance to rebut the proposed action and provide statements in his or her behalf.

d. Commanders imposing suspension will refer to AR 600-31 to determine when submission of DA Form 268 (Report for Suspension of Favorable Personnel Actions) is required.

5-8. Reinstatement to duty

a. For cases of involuntary reassignment, except for improper recruiting practices, authority is delegated to each brigade commander to reinstate suspended recruiting personnel to duty where investigated allegations and/or the proposed basis for the involuntary reassignment is adequately refuted by an individual's rebuttal or by objective evidence provided by commanders in

the chain of command. Prior to taking any action to reinstate an individual to duty, the brigade commander will obtain a legal review.

b. Authority is delegated to each USAREC Deputy Commanding General (East and West) to reinstate suspended recruiting personnel in cases of alleged improper recruiting practices where the allegations made against them are adequately refuted by rebuttal or by information provided by commanders in the chain of command. Legal review will be obtained prior to reinstatement.

c. A letter of notification will be furnished to the recruiter concerned when reinstatement is approved. The letter of notification will provide the effective date of the reinstatement, if different from the date of the basic letter. The recruiter's SDAPP will be reinstated effective the date of reinstatement to the special duty assignment, provided all other eligibility requirements are met per AR 600-200, paragraph 6-2.

5-9. Authority to approve involuntary reassignments from recruiting duty

a. Authority is delegated to each recruiting brigade commander or acting commander in the grade of major and above to approve, in compliance with the procedures outlined in paragraph 5-10, involuntary reassignments within that commander's respective brigade that are not based on improper recruiting practices (see para 5-6a). This authority may not be further delegated.

b. Authority to approve all involuntary reassignments based on improper recruiting practices (para 5-6a) rests with the CG, USAREC.

5-10. Procedures

a. The CG, USAREC will prescribe detailed procedures for the processing of cases involving improper recruiting practices (para 5-6a).

b. The following procedures apply to all recruiters recommended for involuntary reassignment under paragraphs 5-4, 5-5, and 5-6b, c, and d.

(1) The recruiter must be notified in writing of the intent to involuntarily request reassignment (and reclassification, if appropriate) as either an ineffective, unsuitable or unqualified recruiter. The letter will include the specific basis for the action. Figure 5-1 provides the proper format for this letter.

(2) Unless specifically prohibited by Federal law or other regulation (e.g. classified materials or reports of inspector general investigation), copies of reports, statements, and other documents on which the action is based will be furnished the recruiter for use in preparing a statement and offering a rebuttal to the proposed action. The provisions of AR 600-37, paragraph 2-6, apply.

(3) The soldier will acknowledge receipt of the proposed action by return indorsement and submit a response within 10 days of receipt (see fig 5-2). The commander

may extend the response period, at his or her discretion, for cogent reasons.

(4) Any rebuttal, allegations, or other comments furnished by the soldier will be reviewed and specifically addressed by the commander who initiated the action. Additionally, in cases of unsuitability, the commander will indicate the specific disciplinary or administrative action taken. If none is taken, the specific consideration which kept such actions from being taken will be furnished.

(5) After careful review of all matters presented, the commander will forward the request for reassignment, with his or her recommendation and all supporting documentation, to the recruiting brigade commander (see fig 5-3). The request will include an updated DA Form 2635 (Enlisted Preference Statement) and supporting documentation of any assignment limitations. If applicable, an individual must include a copy of a physical profile (DA Form 3349 Physical Profile Board Proceedings), that has been updated or issued within the preceding 2 years. In cases where second PCS authority is required or some other action is pending, this information will also be indicated in forwarding indorsements.

(6) Provided the proposed action meets all regulatory requirements and is determined to be appropriate within command policies, the recruiting brigade commander will either approve or disapprove the request. Before acting on any case, the recruiting brigade commander will refer the case for legal review (except where the proposed action is based on physical or medical limitations). Disapproved or incomplete requests will be returned to the recruiting battalion commander citing specific reasons for disapproval.

(7) Approved involuntary requests will be forwarded by the recruiting brigade commander, with the individual's DA Forms 2A and 2-1 and DA Form 2635, to Commander, USAREC, ATTN: USARCPA-PS-E, with a recommended availability date and other administrative information. Figure 5-4 provides the proper format.

(8) HQ, USAREC will review the action for completeness, documentation, and validity of reassignment and reclassification recommendations. Those cases requiring further legal or staff review will be coordinated appropriately. If further information or action is needed, the action will be returned to the recruiting brigade commander clarifying specific information required. The CG, USAREC, has review authority in all cases.

(9) Approved actions will be forwarded to CG, MILPERCEN, for final processing, issuance of assignment instructions, and reclassification action.

(10) Upon receipt of assignment instructions, HQ, USAREC, will provide them to the recruiting battalion and brigade concerned.

(11) The recruiting battalion commander will, upon receipt of instructions from HQ,

USAREC, ensure that all required out-processing requirements are initiated and executed promptly per AR 612-2 and DA Pam 600-8-10. The commander will ensure compliance with assignment instructions and the established reporting date to the gaining organization.

(12) USAREC will ensure that a detailed soldier's SEER has been completed and action to terminate his SDAPP has been initiated.

c. Availability and reporting dates will not be changed without coordination with HQ USAREC, and approval from MILPERCEN.

d. Deferment and deletion requests must be in strict compliance with either AR 614-30, chapter 3 or AR 614-200, chapter 3. These requests will be forwarded to the servicing MILPO and a copy of each request and final action will be furnished to Commander, USAREC, ATTN: USARCPA-PS-E.

e. If assignment instructions are received that contain a service remaining requirement for a soldier who has 4 years of service, or who will have more than 4 years of service for pay purposes at ETS, and the soldier refuses to extend or reenlist, a statement of declination will be prepared per AR 601-280, paragraph 3-2c.

5-11. MOS/SQL action

a. Recruiters holding PMOS OOR recommended for assignment under paragraph 5-4, 5-5, and 5-6 will be reclassified per AR 600-200, chapter 2, section VII. MOS OOR will be withdrawn. Reclassification boards, normally required per AR 600-200 chapter 2, section IX, will not be appointed except for recruiters who acquire a physical profile with assignment limitations that disqualify them from performing duties in combat in an MOS in which they are recommended for reclassification attendant to involuntary reassignment. A statement will be signed by all other individuals as follows: "I have no significant assignment limitations or medical conditions that will be a limiting factor in performing duties in any MOS in the Army Inventory of Skills, worldwide. I understand that this statement cannot be withdrawn unless later medical evaluation indicates a change in my medical condition."

b. Detailed recruiters involuntarily reassigned per paragraph 5-4, 5-5, and 5-6, will have SQL 4 withdrawn. If an individual has acquired a physical profile while on recruiting duty, a copy of the DA Form 3349 will be included with the reassignment action and determination will be made by MILPERCEN regarding reclassification.

5-12. Eligibility for return to recruiting duty

a. Recruiter reassignments per paragraph 5-5 or 5-6 as ineffective or unsuitable constitute evidence that individuals are ineligible for future USAREC service. Before reassignment, the custodian of the MPRJ will make a permanent entry in Item 4 of

the individual's DA Form 2-1 in accordance with AR 640-2-1, table 2-3, which states, "Involuntarily reassigned from recruiting duty in accordance with (enter applicable paragraph), AR 601-1 not eligible for future USAREC assignment."

b. The reassignment packet for unsuitable or ineffective recruiters will be filed in the soldier's Career Management Individual File (CMIF) and the Official Military Personnel File (OMPF). The reassignment packet for an unqualified recruiter will be filed in the CMIF only.

5-13. Relief-for-cause Enlisted Evaluation Reports (EER)

Normally, recruiters released from recruiting duty will receive an Enlisted Evaluation Report (EER) that characterizes their duty performance during the rating period; however, those recruiters who are involuntarily released for cause, ineffective (excluding new recruiters) or unsuitable (para 5-5a or 5-6), and are formally relieved from recruiting duty, will be evaluated per AR 623-205, paragraph 2-11.

5-14. Utilization of recruiters within USAREC pending involuntary reassignment

a. All recruiters recommended for involuntary reassignment will continue to work normal duty hours in an authorized Government place of duty in accordance with the guidelines below. Under no conditions will a recruiter's domicile be designated or considered a place of duty pending receipt of assignment instructions.

(1) Recruiters recommended for reassignment as unqualified or ineffective per paragraph 5-4 or 5-5 should remain on positive mission performing normal duties until their departure. This policy is based on the need to use all personnel productively. Recruiters used in this manner will continue to be authorized SDAPP and should continue to work in their assigned duty station so that temporary duty expenses are not incurred. Exceptions to this policy are the prerogative of the recruiting battalion commander but must be documented with supporting justification in the forwarding correspondence to the recruiting brigade commander.

(2) Recruiters pending reassignment as unsuitable per paragraph 5-6 (and ineffective and unqualified recruiters suspended as an exception to paragraph (1) above) will be suspended and removed from the direct processing of applicants for enlistment. SDAPP will be terminated, and the individual will be given administrative/logistical duties in support of the command in a place of duty that will be determined on a case-by-case basis, considering—

(a) The reason the recruiter was recommended for reassignment.

(b) The geographical, time, and distance factors involved.

(3) Recruiters pending involuntary reassignment will be used within their own units in USAREC if possible. The first priority

for utilization location must always be the individual's permanent duty station since no funding is involved. If the recruiter cannot be used productively in his or her assigned duty station, or if the nature of his or her conduct makes retention in the assigned station counterproductive to mission accomplishment, the recruiter may be directed to perform temporary duty at the closest practicable station, company, or USAREC location within the recruiting battalion. Because travel and other entitlements are involved when temporary duty arrangements are directed, commanders must ensure adequate funding is available and that the temporary duty is properly administered.

b. Recruiting brigade commanders are authorized to approve attachments of brigade personnel to a recruiting battalion, area, or station headquarters within their area of responsibility. This authority does not extend to attachments of brigade personnel to other brigades, installations, arsenals, reserve units, or any other unit that is not a USAREC unit, regardless of location. Brigade commanders must adhere to all requirements within paragraph 5-15, prior to approving an attachment, and ensure that a copy of all attachment correspondence is furnished to Commander, USAREC, ATTN: USARCPA-PS-E. AGR personnel will not be reassigned without prior approval and issuance of orders by Cdr, ARPERCEN.

5-15. Attachment of recruiters to CONUS military installations pending reassignment

a. Recruiters who are pending involuntary reassignment from recruiting duty for alleged violations of a serious or violent nature, or who are so disruptive or discreditable to the daily operation that local control is not considered manageable, may be considered for attachment to CONUS installations. Attachments of this nature are to be requested only as a last resort and must be fully justified. A request for reassignment of a recruiter under this regulation does not in itself provide evidence that the recruiter should be attached outside the command. Every effort must be made—

(1) To use personnel productively for USAREC.

(2) To ensure personnel are available for necessary processing of personnel actions.

(3) To minimize unnecessary hardship on soldiers and family members.

(4) To minimize costs to the government.

b. All requests for attachments outside of USAREC must be submitted through the recruiting brigade headquarters to Cdr, USAREC, ATTN: USARCPA-PS-E, for approval. Requests should be forwarded to HQ, USAREC only after a determination has been made by recruiting battalion and recruiting brigade commanders that attachment to their headquarters or to another USAREC unit within their area of responsibility will not alleviate the problem. All requests for attachment will contain the following information:

(1) Detailed justification, to include—

(a) The violations of the recruiter.

(b) The date the relief packet was initiated.

(c) An explanation of why the recruiter should not be used within his or her own unit.

(2) Projected daily cost of the attachment and basis for the projection (within or outside commuting area, location in relation to the soldier's permanent quarters, mileage, etc.)

(3) Anticipated duration of the attachment.

(4) Individual's PMOS/SMOS and ETS.

(5) Individual's marital/family situation and the effect that attachment will have, if any, on that situation.

(6) Name, location, and distance of the Army installation nearest the individual's permanent duty station.

c. In those cases of attachments outside USAREC that appear justified, the CG, USAREC will coordinate with the proper CONUS MACOM for the attachment. The CONUS MACOM will accept recruiters for attachment to installations under their jurisdiction when requested by the CG, USAREC. Once the action has been coordinated USAREC will notify the units concerned and request attachment orders from the servicing personnel office. Funding is the responsibility of the recruiting battalion or brigade concerned.

d. Attachments will normally not exceed 60 days. Every effort must be made to terminate the attachment as soon as possible and return the individual to USAREC control. If attachment beyond the initial 60 days is necessary, detailed justification is again required.

e. Recruiting battalion and brigade commanders must ensure that soldiers attached to CONUS installations are monitored and that all actions are processed promptly.

f. The Cdr, ARPERCEN, will be the final approval authority on attachment of AGR personnel outside USAREC.

Section III

Involuntary Reassignment of USAREC Administrative Support Personnel

5-16. General

The CG, USAREC, may request the involuntary reassignment of administrative support enlisted personnel in USAREC whose performance or conduct has been unsatisfactory. The CG, MILPERCEN, approves or disapproves these reassignments and issues reassignment instructions for approved requests.

5-17. Procedures

a. Personnel whose personal conduct or performance of duty is unsatisfactory may be recommended for involuntary reassignment by a letter request forwarded through command channels to the proper career management branch in MILPERCEN.

b. Requests will cite the specific reason for reassignment and will be referred to the

individual for comment or rebuttal in accordance with AR 600-37, paragraph 2-6. Evidence of counselling and remedial training will support these requests. Specific infractions of civil law or the UCMJ that prompt requests will be fully described. Either evidence or disciplinary or administrative actions taken against the individual or considerations which countered such actions must be inclosed or described in the request for reassignment.

c. Recommendations for reassignment of administrative support personnel will be prepared and indorsed in the same format, appropriately modified, as that prescribed for the involuntary reassignment of recruiters in paragraph 5-10, and will be forwarded to Cdr, USAREC, ATTN: USARCPA-PS-E.

d. Each request for reassignment will be accompanied by updated copies of the soldier's DA Forms 2A and 2-1 and DA Form 2635.

e. Involuntary reassignments of administrative support personnel under this paragraph constitute evidence that individuals are ineligible for future USAREC service. Before reassignment, the custodian of the MPRJ will make a permanent entry in Item 4 of the individual's DA Form 2-1 in accordance with AR 640-2-1, table 2-3, which states "Involuntarily reassigned from recruiting duty in accordance with para 5-16, AR 601-1—not eligible for future USAREC assignment."

Section IV

Voluntary Reclassification and Reassignment from Recruiting Duty

5-18. General

As career recruiters with PMOS 00R approach completion of each stabilization period within USAREC (minimum of 36 months in each recruiting battalion, brigade, or HQ USAREC), consideration of further retention in USAREC may be made. While it is expected that an individual holding PMOS 00R will complete the remainder of his or her career as a Recruiting and Retention NCO, the special demands of recruiting duty warrant a provision for honorable release and reclassification, conditional upon MOS 00R strength posture by grade and the operational needs of USAREC.

5-19. Procedures

a. A recruiter with PMOS 00R or AGR 00E personnel may request voluntary reclassification and reassignment from USAREC upon completion of all current stabilization periods.

(1) The request will be submitted on DA Form 4187 to the recruiting battalion commander detailing reasons for requesting reclassification and reassignment from PMOS 00R duties. Three choices of MOS will be listed per the guidance in paragraph b below. DA Form 2635, copies of the current physical profile (if applicable), DA

Forms 2A and 2-1, and any other documentation needed to support assignment limitations will be attached.

(2) The recruiting battalion commander will recommend approval or disapproval of the recruiter's request and will forward all documentation to Cdr, USAREC, ATTN: USARCPA-PS-E. In determining the proper recommendation, the commander should consider the cadre strength level and overall needs of the unit. A recommendation of disapproval must be accompanied by rationale.

(3) HQ, USAREC, will review the recruiter's request for verification of eligibility, command OOR strength levels by grade and other information as presented. HQ, USAREC may forward the request to the CG, MILPERCEN, for issuance of assignment instructions or may disapprove the request based on ineligibility, operational necessity, or shortage of cadre recruiters. If the request is disapproved by HQ USAREC, it will be returned through command channels to the recruiter authorizing him or her to resubmit the request after completion of 12 additional months in the command.

(4) Requests to involuntarily retain recruiters for more than 12 months beyond their current stabilization period will be forwarded from HQ, USAREC, to CG, MILPERCEN, for decision.

b. Recruiters recommended for reassignment under this paragraph will retain MOS OOR as their secondary MOS. Recruiters will be reclassified as required to permit their use outside USAREC, with primary consideration of reclassification to the PMOS they held immediately prior to becoming a recruiter. To permit the soldier maximum voice concerning his or her eventual use he or she will be allowed to select three MOSs, listed as shortages in DA Circular 611-82-3, in which he or she desires consideration. When the CG, MILPERCEN is unable to accommodate the desires of the soldier, the individual will be reclassified according to the needs of the service. Reclassification board proceedings or waiver statements from the soldier are required.

c. Reassignments under this paragraph are voluntary. Procedures outlined above will not be used to circumvent procedures for the involuntary reassignment of recruiters determined to be unqualified, ineffective, or unsuitable in accordance with section II, of this chapter.

Chapter 6 Personnel Management for Active Guard/Reserve Personnel Attached to USAREC

Section I General

6-1. Purpose

a. The Active Guard/Reserve (AGR) program provides for voluntary active duty of qualified reservists for the purpose of organizing, administering, recruiting, instructing, or training the Army Reserve Component. AGR personnel are assigned and centrally managed by Commander, ARPERCEN and are members of the AGR Management Program. AGR personnel selected for recruiting duty are attached to USAREC to support the mission of recruiting for the Army Reserve Component.

b. This chapter prescribes the personnel management procedures to be used in the selection, attachment, training, reattachment (to include operational transfer), and release of all AGR personnel attached to USAREC, to include In-Service Recruiter (ISR) personnel.

Section II AGR Selection and Initial Training

6-2. General

Recruiting battalion commanders are responsible for soliciting applications from qualified volunteers to maintain fill of all AGR authorizations. Initial screening and selection procedures are accomplished at the recruiting battalion level with final active duty tour approval retained by Cdr, ARPERCEN. Recruiting battalion commanders should constantly screen applicants for recruiting duty even when no current vacancies exist in their own command.

6-3. Selection criteria

a. Current Reserve members of either a Troop Program Unit (TPU) or the Individual Ready Reserve (IRR) may apply for active duty as an AGR recruiter provided they meet the following criteria. They must—

(1) Be in grades E6 or E7; waiver for members in grade E5 will be accepted when there are insufficient applicants in grade E6 or E7.

(2) Possess a GT score of at least 110 or a ST score of at least 100 (no waiver).

(3) Be a high school graduate with diploma or have 1 year of college with a high school GED (no waiver).

(4) Have less than 15 years Active Federal Service upon entry into AGR status.

(5) Be at least 21 and not older than 35 years of age.

(6) Have no more than the following number of dependents (including spouse):

(a) For members in the grade of E5, 2 dependents.

(b) For members in the grade of E6, 4 dependents.

(c) For members in the grade of E7, 5 dependents.

(7) Meet the physical profile requirements of AR 40-501, chapter 3, and the height/weight standards of AR 600-9 or possess a medical determination of acceptable body fat limits (no waiver).

(8) Be able to serve at least 5 years in an active duty status prior to becoming eligible to receive military retired pay or be subject to mandatory removal.

(9) Not have been previously relieved from duty with USAREC (no waiver).

(10) Be eligible for a favorable security check from HQ, USAREC.

(11) Not have voluntarily left the AGR program within the past 12 months.

(12) Have a minimum physical profile of 232221.

(13) Have no lost time under Title 10, U.S. Code during the current enlistment or in the past 3 years, whichever is longer.

(14) Possess a valid civilian driver's license and be qualified for a military driver's license (no waiver).

(15) Possess excellent military appearance and bearing and have no obvious distracting physical abnormalities or mannerisms.

(16) Not be enrolled in a drug and/or alcohol dependency intervention program of any type.

(17) Not be pregnant at time of selection or prior to entry on active duty (no waiver).

(18) Have achieved a passing score on the basic physical fitness test per AR 350-15 within the 12 months preceding selection.

(19) Have favorable civilian and military disciplinary records.

(20) Never have been convicted by civilian court or military courts-martial.

(21) Never have had action taken (including proceedings under the provisions of Article 15, UCMJ) by any authority for—

(a) An offense for which the maximum penalty under UCMJ is death or confinement for 1 year or more.

(b) Any offense that involved moral turpitude regardless of the sentence received.

(22) Have no marital, emotional, financial, or major medical problems (to include immediate family) that would hamper performance on recruiting duty.

(23) Not be a sole parent.

(24) Have a minimum of 36 months of service remaining on their enlistment contract prior to reporting for initial active duty tour (waiver).

(25) Be interviewed and recommended for recruiting duty by recruiting battalion personnel (no waiver).

b. Waiver authority is outlined below.

(1) Applicants with more than 15 years' Active Federal Service may have a waiver granted by the Chief, of the Army Reserve. Waivers for applicants with more than 17 years of Active Federal Service will not be considered.

(2) All other waivable criteria may be waived by CG, USAREC.

c. The selection of ISR personnel must meet the criteria established in AR 601-209, paragraph 3-3.

6-4. Procedures for AGR application

a. Applications for initial entry into the AGR Program as a recruiter will include as a minimum—

(1) A letter of recommendation from a recruiting battalion, to include proposed duty station, paragraph/line number, and request for any required waiver.

(2) Application for Active Guard/Reserve (AGR) Duty.

(3) Acknowledgement of Service Requirements.

(4) A current DD Form 4 series (Enlistment/Reenlistment Documents) and, if applicable, DA Form 4836 (Oath of Extension of Enlistment or Reenlistment).

(5) An SF 88 (Report of Medical Examination) and SF 93 (Report of Medical History) less than 1 year old at tour start date.

(6) DA Forms 2 and 2-1.

b. Applications should include, on an optional basis:

(1) Current official military photograph.

(2) Personal resume.

c. Security checks should be requested telephonically to HQ, USAREC, AGR Management Branch, before the completed application is mailed.

d. DA Form 5428-R (AGR Recruiter Application Checklist) will be used by recruiting battalion personnel in processing applicants. A copy of DA Form 5428-R is located at the back of this regulation and will be locally reproduced on 8 1/2 by 11-inch paper.

e. All applications for AGR recruiting duty will be sent to Cdr, USAREC, ATTN: USARCPA-PS-AGR, for processing. An information copy should be forwarded to the proper brigade headquarters. Once received at HQ, USAREC, the application will be reviewed for completeness and verification of eligibility. If complete, HQ, USAREC, will forward the application to Cdr, ARPERCEN for final approval for AGR status. No commitments will be made to the service member prior to receipt of acceptance and issuance of orders by ARPERCEN.

6-5. Initial training of AGR recruiters

a. All AGR personnel selected for initial assignment as recruiters will attend the ARC in a TDY status from their assigned recruiting battalion. Additionally, AGR personnel who are returning to recruiting duty will be required to attend the ARC if they have been off recruiting duty for 12 months or more. Successful completion of the ARC is a prerequisite for assignment as a recruiter.

b. Upon successful completion of ARC training, AGR personnel will return to their recruiting battalion for duty. The recruiting battalion will forward a copy of the ARC diploma for each graduating AGR member to Cdr, USAREC, ATTN: USARCPA-PS-AGR.

c. AGR personnel who fail to complete the ARC may either

(1) Be rescheduled for ARC attendance at the request of the recruiting battalion. Units desiring to reschedule an individual will submit the request in writing to Cdr, USAREC, ATTN: USARCPA-PS-AGR; or

(2) Be referred to ARPERCEN for reassignment within or separation from the AGR program.

d. Upon completion of the ARC and return to the recruiting battalion, all AGR recruiters will participate in the New Recruiter Program (see para 2-11).

6-6. Processing actions for AGR selection and training

Figure 6-1 outlines the processing time and procedures for the initial selection and training of AGR recruiters.

Section III

AGR Assignment/Reassignment Policy

6-7. General

a. Initial assignment of AGR personnel constitutes a 3-year stabilization, except in the event of—

(1) Position relocation or abolishment.

(2) Failure to successfully complete the ARC.

(3) Promotion to a grade that requires relocation.

(4) Failure to meet height/weight standards upon initially reporting for duty.

(5) Involuntary termination.

b. AGR personnel are authorized for the exclusive purpose of supporting the Reserve Components. Consequently, AGR personnel are prohibited from performing the functions of recruiting for the Regular Army, to include serving as station commanders in recruiting stations where Regular Army personnel are assigned, or in recruiting staff positions authorized for supporting the Regular Army. AGR personnel will not be used in any position other than an AGR position.

6-8. Continuation of AGR status

a. Recruiting battalion commanders must make every effort to retain qualified AGR recruiters beyond their initial 3-year tour. CG, USAREC, is the approving authority for retention of MOS 00E. Cdr, ARPERCEN, is the final approving authority for continuation of AGR tours.

b. Recruiting battalions will maintain a roster of all AGR personnel attached, which will include tour termination dates (TTD) and ETS. Six months before TTDs, AGR personnel will be counseled concerning the recruiting battalion commander's intent to extend or terminate AGR status. The AGR member will be notified in writing of the commander's decision using either the format at figure 6-2 or figure 6-3. Those personnel not recommended for continuation must be barred from reenlistment

under AR 140-111 or processed for relief from AGR status under AR 635-200.

c. If the commander recommends continuation of AGR status and the individual concurs, the individual must reenlist or extend to meet the requirements for a new 3-year AGR tour. AGR continuation/reenlistment will be accomplished using the following procedures:

(1) Service members will initiate a DA Form 4187 requesting continuation (see figure 6-4) and a DA Form 3340 (Request for Regular Army Reenlistment or Extension, figure 6-5). DA Form 3340 is not required in those cases when the current ETS extends to, or beyond, the new TTD.

(2) Recruiting battalions will forward requests through the brigade reenlistment NCO for coordination with the servicing personnel office to verify correctness/completeness of DA Form 3340, and to determine eligibility under AR 600-31 and determine the service member's eligibility to reenlist/extend in the AGR program under AR 140-111, chapter 8. The request will then be forwarded to Cdr, USAREC, ATTN: USARCPA-PS-AGR, to arrive not later than 5 months before the service member's current TTD.

(3) HQ, USAREC, will validate the individual's position, process the request for continuation/reenlistment and forward it to Cdr, ARPERCEN, ATTN: DARP-FSE, not later than 4 months prior to TTD.

(4) ARPERCEN will issue reenlistment and tour continuation orders.

(5) The Brigade reenlistment NCO will prepare the DD Form 4 series using the effective date shown on the reenlistment orders. The reenlistment packet will then be forwarded to the recruiting battalion for action on the effective date indicated.

(6) Recruiting battalions will administer the reenlistment oath on the date specified and return the packet to the brigade reenlistment NCO.

(7) The Brigade reenlistment NCO will review documents for accuracy and completeness and distribute them per AR 140-111.

d. AGR members who are recommended and concur with continuation of AGR status but who desire to leave recruiting duty must indicate this on the DA Form 4187 when counseled 6 months prior to TTD. All other requirements for processing continuation/reenlistment outlined in paragraph c above apply.

e. The decision by a recruiting battalion commander not to extend an AGR member in the current duty position must be justified in writing and provided to the individual not later than 6 months prior to TTD. Such recommendation constitutes a recommendation for termination of AGR status and must be processed per AR 140-111, chapter 1 and 8, as a bar to reenlistment or under 635-200 as a removal from active duty. CG, USAREC is the final approval authority for all AGR personnel barred to reenlist or processed for separation under AR 635-200. Cdr, ARPERCEN will be

provided an information copy of all action taken under AR 140-111 or AR 635-200 to separate AGR personnel. Personnel cannot be disapproved for extension in USAREC (current duty position) and recommended for extension in the AGR Program.

6-9. Voluntary reassignments

a. After completion of 3 years stabilization in USAREC, recruiters may request reassignment within USAREC or transfer to another command. Approval of such requests remains contingent on an authorized vacancy, recruiter experience level in the gaining unit, and the needs of the AGR Management Program. HQ, USAREC will determine command needs concerning the reassignment of AGR E5 through E7 personnel within USAREC. Reassignment of E8 and E9 AGR personnel within USAREC is a joint responsibility of USAREC and ARPERCEN. Reassignment of AGR recruiting personnel outside USAREC who have met all eligibility requirements will be based on the needs of the AGR program and the approval authority resting with Cdr, ARPERCEN. CG, USAREC, will provide input based on the command needs concerning all AGR reassignments.

b. Recruiters voluntarily reassigned incur 3 year stabilization in the gaining unit.

c. To be eligible for reassignment, AGR personnel must—

(1) Be at least within 6 months of completing the initial 3 year tour stabilization in the current recruiting battalion.

(2) Meet medical standards per AR 40-501 and height/weight standards per AR 600-9.

(3) Not be under suspension of favorable personnel action under AR 600-31.

d. Acceptance of a cost PCS constitutes acceptance of the 3-year stabilization effective from the reporting date in the gaining unit.

e. Following are the procedures for requesting reassignment:

(1) The request for voluntary reassignment will be submitted through command channels to Cdr, USAREC, ATTN: USARCPA-PS-AGR, using DA Form 4187. The individual should indicate three areas of preference for reassignment (format at figure 6-6). DA Form 2635, a preference statement will be attached to DA Form 4187.

(2) Recruiting battalion commanders will—

(a) Recommend approval/disapproval. If disapproval is recommended, the reason for recommending disapproval must be provided.

(b) Verify the individual's eligibility per paragraph c above.

(c) Recommend a release date normally not to exceed 120 days from the date of submission.

(d) Provide the date of the individual's last cost PCS.

f. All requests for reassignment will be forwarded to HQ, USAREC, regardless of the commander's recommendation.

g. Upon receipt at HQ, USAREC, all requests for reassignment will be verified to ensure they meet eligibility criteria and the needs of the command. All AGR personnel request for reassignment will be forwarded thru command channels to ARPERCEN, DARP-FSE, for final determination, regardless of grade or command recommendation. All requests for personnel action that have not been forwarded through command channels will be returned to HQ, USAREC, by ARPERCEN without action.

h. Requests for compassionate reassignment, joint domicile, or for discharge may be submitted at any time in accordance with the procedures below:

(1) Request for compassionate reassignment will be submitted on DA Form 3739 under AR 614-200, chapter 3, and will be forwarded to Commander, USAREC, ATTN: USARCPA-PS-AGR. Requests for joint domicile will be submitted on DA Form 4187, accompanied by a copy of the marriage certificate, and will be forwarded to the same address as above.

(2) Movement of personnel based on joint domicile and compassionate reasons will be contingent upon AGR position vacancies commensurate with the individual's grade and MOS.

(3) Request for hardship discharge must be submitted under AR 635-200 and will be forwarded from the recruiting battalion to the servicing MILPO, with an information copy to Commander, USAREC, ATTN: USARCPA-PS-AGR. The information copy of the request to HQ USAREC, is critical based on the need to coordinate with ARPERCEN for accountability of personnel.

i. Personnel requests for reassignment not meeting the criteria for voluntary reassignment, compassionate reassignment, or joint domicile, will be forwarded through command channels to Commander, USAREC, ATTN: USARCPA-PS-AGR. Such requests will be reviewed based on the justification provided, needs of the command, and the good of the service. Commander, ARPERCEN, will make the final determination in those cases.

6-10. Operational reassignments

a. Operational reassignments for AGR personnel should provide for managing critical vacancies, career progression, or exploiting confirmed recruiting markets. Operational reassignments will not be used as a substitute means to reassign recruiters with personal problems that would normally be resolved through application for compassionate reassignment, joint domicile, or other type of reassignment.

b. Determination of the cost category of operational reassignments for AGR personnel will be the same as outlined in paragraph 3-7i.

c. The format for submission of all operational moves is at figures 6-7 and 6-8. Specific requirements are as follows:

(1) Requests will include justification, gaining/losing station information, to include names of incumbents and replacements, UIC, RSID, city, State and ZIP Codes.

(2) The requested reporting date will be not less than 60 days from the date of submission to HQ, USAREC. This will allow processing time at both HQ, USAREC, and HQ, ARPERCEN, for the reassignment orders.

d. Requests for all operational moves should be submitted directly from the recruiting battalion to Commander, USAREC, ATTN: USARCPA-PS-AGR, with DA Form 4187 (figure 6-8) from the individual concurring or nonconcurring with the move. HQ, USAREC will make the final determination concerning an operational movement within the guidelines of the individual's Acknowledgement of Service Requirements.

e. Recruiters will not be moved without the approval of HQ, USAREC. Commanders who direct the movement of individuals without proper authority may be personally liable for costs incurred. HQ, USAREC will not backdate the authority for movement in order to compensate for lack of having gained proper approval.

f. All operation reassignments regardless of cost/entitlement to a dislocation allowance will be forwarded by HQ, USAREC, to Commander, ARPERCEN, for approval.

g. Recruiters operationally reassigned at cost incur a 3-year stabilization in the new position.

h. Recruiters participating in the New Recruiter Program will not be considered for operational reassignment.

6-11. Suspension and involuntary reassignment from recruiting duty

a. AGR personnel are subject to the guidelines of paragraphs 5-2 through 5-13 (excluding 5-11), except that approved AGR cases will be forwarded by Commander, USAREC, to Commander, ARPERCEN, ATTN: DARP-FSE, for reassignment or tour termination.

b. AGR personnel approved for involuntary reassignment who are on the HQDA Promotion Standing List will not be terminated from recruiting duty by Commander, ARPERCEN, unless a DA Form 268 (Report for Suspension of Favorable Personnel Actions) has been initiated. If this action is not taken, AGR members are eligible to be promoted in the selected MOS and may be retained in USAREC for a period of 1 year in order to meet the requirements for the promotion.

c. AGR recruiters recommended for involuntary reassignment under paragraph 5-4, 5-5, or 5-6, will have PMOS OOE withdrawn. Reclassification action will be determined by Commander, ARPERCEN.

6-12. Utilization of suspended AGR recruiters

a. AGR personnel suspended pending involuntary reassignment will not be further attached to another duty location without the prior approval of the CG, USAREC. Further attachment will be authorized only for recruiters pending involuntary reassignment from recruiting duty for alleged violations of a serious or violent nature, or who are so disruptive, or discreditable to the daily operation that local control is not considered practical. Further attachment of AGR recruiters will be considered only as a last resort. Therefore, detailed justification must be submitted with each request for further attachment.

b. Requests for further attachment of AGR recruiters will be forwarded through the recruiting brigade commander to Commander, USAREC, ATTN: USARCPA-PS-AGR. Recruiting brigade commanders will review the request and should recommend approval only after determining that further attachment is the only way to alleviate the problem. Recruiting brigade commanders should also recommend the closest unit for further attachment and obtain agreement in writing from that unit for acceptance of the AGR member. Specific requirements for submission of these requests are as follows:

(1) Complete justification, to include the violations of the recruiter, the date the suspension/reassignment was initiated, and an explanation as to why the recruiter should not be used at his or her present duty location.

(2) Anticipated duration of the temporary assignment.

(3) Name and location of the nearest unit proposed for further attachment and written consent from this unit if outside the brigade commander's jurisdiction.

(4) DA Form 4187 from the AGR member indicating concurrence/nonconcurrence with further attachment. An individual non-concurring must also indicate reasons. DA Form 4187 must further include—

(a) The individual's PMOS/SMOS and ETS.

(b) The individual's marital status/family situation and the effect, if any, that further attachment will have on that situation.

c. The Commander, ARPERCEN, will make the final determination on further attachment of the AGR member and publish the orders.

d. Further attachment of AGR personnel will usually not exceed 60 days in duration. Requests for extension of this timeframe must be submitted to HQ, USAREC, with justification.

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL Appropriate Office Symbol	SUBJECT Request for Operational Reassignment (Cost/No Cost/Low Cost)
---	---

TO _____ **FROM** _____ **DATE** _____ **CMT 1** _____

1. Under AR 614-200 (para 1-5) and AR 601-1 (para 3-7), request the operational reassignment of _____
(SM's name, grade, SSN)
2. SM is currently assigned to _____, with duty as _____.
3. Request that authority be granted to operationally reassign _____ to the
(SM's name)
_____, with duty as _____.
(Recruiting battalion, to include duty station)
4. The following information is furnished:
 - a. Gaining station: (Name of gaining station, UIC, RSID, address and ZIP Code)

AUTH	ASGD	PARA & LINE	90 DAY PROJ GAINS/LOSSES	PROJECTED STRENGTH
List individuals currently assigned to station by name and include gains/losses by name.				

 - b. Losing station: (Name of losing station, UIC, RSID, address and ZIP Code)

AUTH	ASGD	PARA & LINE	90 DAY PROJ GAINS/LOSSES	PROJECTED STRENGTH
List individuals currently assigned to station by name and include gains/losses by name.				

 - c. Date assigned to current position:
 - d. Distance from losing station to gaining station:
 - e. Distance from domicile to current station:
 - f. Distance from domicile to new duty station:
5. Justification:
6. Date of last cost PCS:
7. Indicate if SM has attended any USAREC schools, and if so, what schools and dates attended.
8. Indicate if SM requires an EER if move is approved.
9. Indicate requested reporting date.

Signature block of requesting official
(i.e., Commander, XO, Adjutant)

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

Figure 3-1. Sample of a request for operational reassignment

(Letterhead)

S: . . . (10 calendar days) . . .

Office symbol

SUBJECT: (Suspension and) Reassignment from Recruiting Duty

THRU: Commander

. . . Recruiting Company

TO: SSG Joe P. Recruiter
000-00-0000

. . . Recruiting Station

(Paragraph 1 for unsuitable recruiter.)

1. Under AR 601-1, paragraph . . . , you are suspended pending reassignment as an unsuitable recruiter.

(Paragraph 1 for ineffective, ineffective new, and unqualified recruiter.)

1. Under AR 601-1, paragraph . . . , I recommend your reassignment as an . . . recruiter. You will remain on production pending departure.

(Paragraph 1 for a reassignment directed by a higher headquarters.)

1. You are hereby notified that your suspension from duty and reassignment have been directed by the . . . (enter commander and headquarters) . . . , under AR 601-1 paragraph . . . , as an . . . recruiter.

2. The basis for this action is (enter a synopsis of the incidents/actions which rendered the recruiter unqualified, ineffective, or unsuitable).

3. The documentation in support of this action is at inclosures . . . through Based on the contents of the cited inclosures, it has been determined that further training, counseling, guidance, and supervision would not correct your inadequacies and permit your continued service on recruiting duty.

4. In accordance with AR 600-37, paragraph 2-6, you are given this opportunity to review the comments and the documents relating to you, attached to this correspondence. You must acknowledge, in writing, that you have, in fact, reviewed this letter and its inclosures. You have 10 calendar days to respond to this action. Necessary clerical assistance will be provided you in preparation of your response, should it be required.

5. After reviewing and considering any statements or other information you may submit in rebuttal of this action, a decision will be rendered as to whether or not to forward this action to the recruiting brigade commander. You will be notified of my decision.

(Paragraph 5, if reassignment action is directed by higher headquarters.)

5. After reviewing and considering any statements or other information you may submit in rebuttal of this action, appropriate comments will be made in the forwarding indorsement to the recruiting brigade together with the data you submit. You will be informed of the recruiting brigade commander's decision.

(Paragraph 6 for cadre PMOS OOR personnel)

6. In connection with this action, you will be recommended for reclassification and withdrawal of PMOS OOR Accordingly, you will complete, sign, and date the MOS preference and physical limitations statement, inclosure

(Paragraph 6 for detailed personnel)

6. In connection with this action, you will be recommended for reassignment in PMOS . . . and withdrawal of SQI 4. Accordingly, you will complete, sign, and date the MOS preference and physical limitations statement, inclosure

(Paragraph 7, if suspended from recruiting duty while pending assignment.)

7. Your entitlement to special duty assignment proficiency pay (SDAPP) terminated effective . . . in accordance with AR 600-200, Chapter 6.

. . . Incl
(List all inclosures
sequentially)

Signature
I. M. Commander
LTC, IN
Commanding

Except for the first page of this letter, each page of the basic correspondence and the indorsements will be numbered sequentially beginning with 2.

Figure 5-1. Format for a letter of (suspension and) reassignment from recruiting duty—Continued

(Letterhead)

Office symbol (date) 1st Ind
SUBJECT: (Suspension and) Reassignment from Recruiting Duty

SSG Joe P. Recruiter, 000-00-0000, ... RS (Date)

TO: Cdr, ... Recruiting Battalion, ...

1. Receipt acknowledged.

(Paragraph 2, if rebuttal is not submitted.)

2. In accordance with AR 600-37, paragraph 2-6, I have read the basic correspondence and inclosures, understand the allegations, and elect not to make a statement.

(Paragraph 2, if rebuttal is submitted.)

2. In accordance with AR 600-37, paragraph 2-6, I have read the basic correspondence and inclosures, understand the allegations made, and submit statements/documents at inclosures ... in my behalf.

3. Assignment preferences and qualifications/limitations are indicated at inclosure ...

... Incl
nc

Signature
JOE P. RECRUITER
000-00-0000

(If individual submits
rebuttal, use the
following)

... Incl

Added ... Incl

(Number sequentially)

Figure 5-2. Indorsement from individual acknowledging (suspension and) reassignment from recruiting duty

(Letterhead)

Office symbol Recruiter, Joe P., . . . Ind
SSN 000-00-0000 (Date)
SUBJECT: (Suspension and) Reassignment from Recruiting Duty

Cdr, U.S. . . . Recruiting Battalion . . . (Date)

TO: Cdr, U.S. Army . . . Rctg Bde, ATTN: . . . , . . .

1. Under AR 601-1, of paragraph . . . , recommend the reassignment of . . . (grade, name) (SSN) . . . , as an . . . recruiter.

2. The basis for this action is contained in paragraph 2, basic letter, and inclosures . . . through

3. It has been determined that further training, counseling, guidance, and supervision will not correct the SM's inadequacies to permit continued service on recruiting duty.

(Para 3, if rebuttal is submitted, will also be used to address the rebuttal.)

(Para 4 for detailed personnel.)

4. Recommend the SM be reassigned into PMOS . . . and that SQI 4 be withdrawn.

(Paragraph 4 for cadre (PMOS OOR) personnel.)

4. Recommend the SM be reclassified and reassigned into PMOS . . . and that OOR . . . be withdrawn.

5. SM . . . (is) (is not) . . . on the current promotion list. . . (If on list, include a statement as to whether action under AR 600-200, of para 7-43, has been initiated. If not, furnish the rationale for not initiating such action.) . . .

6. This action . . . (is) (is not) . . . in contravention of AR 600-31. . . (If in contravention, provide explanation and status of suspension of favorable personnel actions.) . . .

7. The SM is performing . . . (type of duty) . . . duty at . . . (location) . . . pending involuntary reassignment.

8. The SM . . . (has been) (has not been) . . . suspended and . . . (is) (is not) . . . therefore entitled to SDAPP.

. . . Incl

I.M. COMMANDER
LTC, IN
Commanding

Figure 5-3. Indorsement from recruiting battalion to recruiting brigade recommending reassignment from recruiting duty

(Letterhead)

Office symbol Recruiter, Joe P., . . . Ind
SSN 000-00-0000 (Date)
SUBJECT: (Suspension and) Reassignment from Recruiting Duty

Cdr, US Army . . . Rctg Bde. . . .

TO: Cdr, USAREC, ATTN: USARCPA-PS-E, Ft Sheridan, IL 60037-6000

1. I hereby direct the relief of . . . as an . . . recruiter under AR 601-1, of paragraph
2. Request that you take necessary action to effect reassignment.
3. The recruiting battalion commander will initiate a relief-for-cause Enlisted Evaluation Report (DA Form 2166-6) and will inclose a copy of this indorsement in compliance with AR 623-205, paragraph 2-11. (Not applicable for reassignment of new recruiters.)
4. The servicemember--
 - a. Was assigned: . . . (date)...
 - b. Completed ARC: . . . (date)...
 - c. Was suspended from recruiting duty (if applicable): . . . (date)...
 - d. Has been in recruiting: . . . (total months)...
 - e. Had his or her SDAPP terminated (if applicable): . . . (date)...
5. The SM's PMOS is
6. The SM . . . (is) (is not) . . . on promotion/ANCOC list.
7. The SM is currently performing duties as . . . (type duty) . . . at . . . (location) . . .

FOR THE COMMANDER:

. . . Incl
Added . . . incl
. . . Cy DA Fm 2A
. . . Cy DA Fm 2-1

Signature of Rctg Bde Cdr
or Acting Cdr

Figure 5-4. Indorsement to USAREC recommending reassignment from recruiting duty

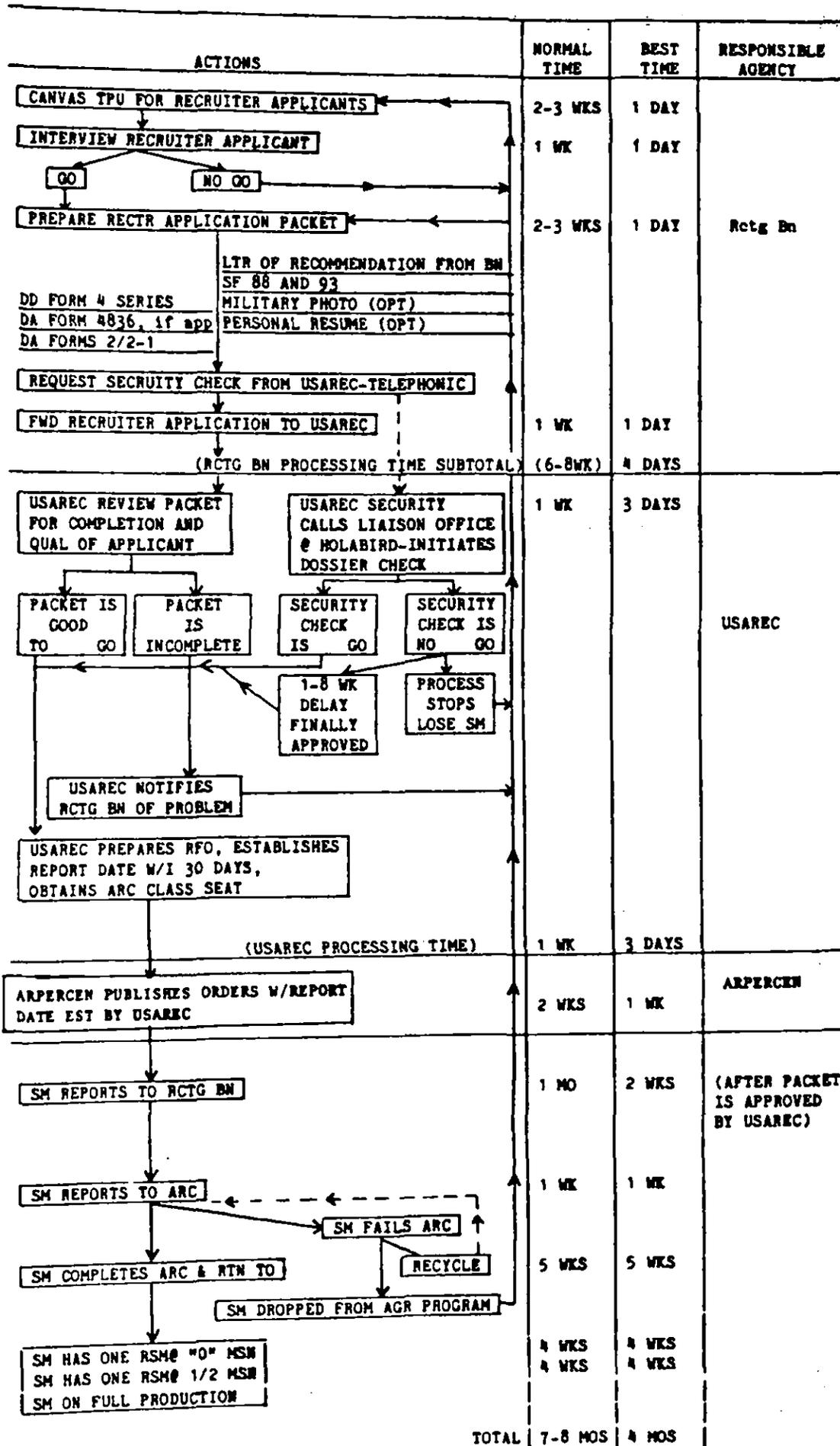


Figure 6-1. Selection, processing, and training required for AGR recruiting.

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL

SUBJECT

Continued Service on Active Guard/Reserve (AGR) Duty

TO

FROM

DATE

CMT 1

1. Your current tour of AGR duty terminates on _____.
2. This command has decided to recommend you for continuation on AGR duty either by renewal of your current tour, or by extension of your current tour.
3. Please indicate your preference in Comment 2 below.
4. Should you desire to continue on AGR status, please complete the attached DA Form 4187 and DA Form 3340 (Request for Reenlistment), and attach them to this form upon return to this office.
5. Return this form, regardless of your preference to remain on AGR status or to be released, to this office within 30 days of receipt. Failure to return these forms within the prescribed period will be considered as a refusal to continue on AGR status and you will be released from AGR status on the termination date of your current orders.

FOR THE COMMANDER:

2 Incl
as

TO

FROM

DATE

CMT 2

1. I (do) (do not) desire to continue on AGR status.
2. Completed forms (are) (are not) attached as inclosures.

2 Incl
nc

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

GPO : 1984 O - 455-151

Figure 6-2. Sample format of a recommendation of continuation of service on active guard/reserve (AGR) duty.

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL

SUBJECT

Discontinuation of Service on Active Guard/Reserve (AGR) Duty

TO

FROM

DATE

CMT 1

1. You will be released from AGR duty at this command when your tour expires on _____
since _____ (reasons)

2. You may ask Cdr, ARPERCEN to consider you for another agency. Provided that there is a need for your skills and qualifications. Should you desire such determination by ARPERCEN, please so indicate in Comment 2 below and complete DA Form 2635 and DA Form 3340 (Request for Reenlistment), and return them with this form to this office. Be advised that ARPERCEN may not be able to place you because of AGR grade and MOS qualifications.

3. Return this form, together with any inclosures, to this office within 30 days of receipt regardless of your preference. Failure to return Comment 2, with inclosures, within the prescribed period will be considered as a negative response for any determination by Cdr, ARPERCEN

FOR THE COMMANDER:

2 Incl
as

TO

FROM

DATE

CMT 2

1. I (do) (do not) desire to continue on AGR Status. IN accordance with AR 600-37, I (do) (do not) elect to provided statements in my behalf.

2. Completed forms (are) (are not) attached as inclosures.

2 Incl
nc

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

GPO : 1984 O - 455-151

Figure 6-3. Sample format of discontinuation of service on active guard/reserve (AGR) duty

PERSONNEL ACTION			
For use of this form, see DA PAM 600-8 and AR 600-1, the proponent agency is MILPERCEN.			
DATA REQUIRED BY THE PRIVACY ACT			
Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf (Section III). Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.			
THRU: (Include ZIP Code) Cdr, _____ Rctg BN Cdr, _____ Rctg Bde Cdr, USAREC ATTN: USACPA-PS-AGR	TO: (Include ZIP Code) Cdr, ARPERCEN ATTN: DARP-FSE 9700 Page Blvd St Louis, MO 63132- 5200	FROM: (Include ZIP Code) _____ COMMANDER _____ Company	
SECTION I - PERSONAL IDENTIFICATION			
NAME (Last, first, MI)	GRADE OF RANK/PMOS (Enl only)	SOCIAL SECURITY NUMBER	
SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)			
The above member's duty status is changed from _____			
_____ to _____			
_____ effective _____ hours, _____ 19 _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
I request the following action:			
	Procedure		Procedure
Service School (Enl only)		Reassignment Married Army Couples	
ROTC or Reserve Component Duty		Reclassification	
Volunteering For Oversea Service		Officer Candidate School	
Ranger Training		Asgmt of Pers with Exceptional Family Members	
Reasgmt Extreme Family Problems		Identification Card	
Exchange Reassignment (Enl only)		Identification Tags	
Airborne Training		Separate Rations	
Special Forces Training/Assignment		Leave - Excess/Advance/Outside CONUS	
On-the-Job Training (Enl only)		Change of Name/SSN/DOB	
Retesting in Army Personnel Tests	XX	Other (Specify) Continuation/Reenlistment	
SIGNATURE OF MEMBER (When required)		DATE	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
1. Up of AR 601-1 request tour continuation/reenlistment of my current AGR duty as a field recruiter at the _____ Rctg Bn with duty at _____ Recruiting Station. My current tour terminates on _____.			
2. My current mailing address is:			
3. Duty station is _____ RS, _____ (city, State, ZIP Code, para/line no)			
4. Duty phone:			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein:			
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> IS APPROVED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS DISAPPROVED			
COMMANDER/AUTHORIZED REPRESENTATIVE	SIGNATURE	DATE	

DA FORM DEC 82 4187

EDITION OF FEB 81 WILL BE USED

COPY 1

Figure 6-4. Sample of a DA 4187—continuation/reenlistment

REQUEST FOR REGULAR ARMY REENLISTMENT OR EXTENSION

For use of this form, see AR 601-280; the proponent agency is the Deputy Chief of Staff for Personnel.

TO: Cdr, _____ Rctg Bn Cdr, _____ Rctg Bde Cdr, USAREC (USARCPA-PS-AGR) TO: Cdr, ARPERCEN (DARP-FSE) ST. LOUIS, MO 63132-5200	FROM: Frank J. Recruiter 111-11-1111 _____ Rctg Bn
---	--

1. REQUEST THAT I BE AUTHORIZED TO (Complete as appropriate):

A. REENLIST IN THE REGULAR ARMY FOR A PERIOD OF 3 YEARS.

B. EXTEND MY CURRENT REGULAR ARMY ENLISTMENT FOR A PERIOD OF _____ MONTHS, THEREBY INCREASING THE TERM OF MY CURRENT ENLISTMENT TO A TOTAL PERIOD OF _____ YEARS AND _____ MONTHS.

2. I DESIRE THE ABOVE ACTION FOR THE REASON(S) LISTED BELOW (If applying for a specific option authorized by Chapter 4, so state)

To continue AGR status

3. PERTINENT PERSONNEL DATA FOLLOWS:

A. DATE OF ENTRY ON CURRENT PERIOD OF ACTIVE DUTY: 1 February 1981

B. CURRENT TERM OF SERVICE: 3 years

C. CURRENT ETC: 31 January 1984

D. CURRENT STATUS (RA, AUS, USAR, NGUS): USAR

E. PMOB: OOE40

F. AMOB: 35P40

G. NUMBER OF DEPENDENTS: 3

4. TO THE BEST OF MY KNOWLEDGE I **DO** **DO NOT REQUIRE A WAIVER TO AUTHORIZE THIS ACTION. (If waiver is required, specify disqualification.)**

DATE	SIGNATURE OF APPLICANT
-------------	-------------------------------

5. COMMANDER'S RECOMMENDATION:

A. **APPROVAL** **DISAPPROVAL**

B. REMARKS

SM's current height/weight: 73"/160 lbs
 Date of last physical: 4 December 1980
 SM desires to cash in 40 days leave
 BPED: 24 July 1976
 SM's current address: 215 Grand Ave, Schofield, WI 54476

DATE	TYPED NAME AND GRADE OF COMMANDING OFFICER	SIGNATURE
-------------	---	------------------

DA FORM 3340
1 APR 75

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Figure 6-5. Sample of a DA Form 3340

DISPOSITION FORM

For use of this form, see AR 340-18; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL

SUBJECT

Appropriate Office
Symbol

Request for Operational Reassignment of AGR Personnel
(Cost/No Cost/Low Cost)

TO

Cdr, USAREC
ATTN: USARCPA-PS-AGR

FROM

DATE

CMT 1

1. Under AR 614-200, (para 1-5) and AR 601-1, (para 6-10), request the operational reassignment of _____.

(SM's name, grade, SSN)

2. SM is currently assigned to _____, with duty as _____.

3. Request that authority be granted to operationally reassign _____ to the _____ (SM's name)

_____, with duty as _____
(Recruiting Battalion to include duty station)

4. The following information is furnished:

a. Gaining station: (Name of gaining station, UIC, RSID, address and ZIP Code)

AUTH ASGD PARA & LINE 90 DAY PROJ GAINS/LOSSES PROJECTED STRENGTH

List individuals currently assigned to station by name and include gains/losses by name.

b. Losing station: (Name of losing station, UIC, RSID, address and ZIP Code)

AUTH ASGD PARA & LINE 90 DAY PROJ GAINS/LOSSES PROJECTED STRENGTH

List individuals currently assigned to station by name and include gains/losses by name.

c. Date assigned to current position:

d. Distance from current duty station to gaining station:

e. Distance from domicile to current station:

f. Distance from domicile to new duty station:

5. Justification:

6. Date of Last Cost PCS:

7. Indicate if SM has attended any USAREC schools and, if so, what schools and dates attended.

8. Indicate if SM requires an EER if move is approved.

9. Indicate request reporting date.

1 Incl
DA Form 4187

Signature block of requesting official
(i.e., Commander, XO, Adjutant)

CF:
Cdr, _____ Rctg Bde

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

Figure 6-7. Sample format of a request for operational reassignment of AGR personnel (cost/no cost/low cost)

PERSONNEL ACTION

For use of this form, see DA PAM 600-8 and AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf (Section III). Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

THRU: (Include ZIP Code) Commander _____ Rctg Bn	TO: (Include ZIP Code) Commander HQ, USAREC ATTN: USARCPA-PS-AGR Fort Sheridan, IL 60037-6000	FROM: (Include ZIP Code) COMMANDER _____ Company
---	---	---

SECTION I - PERSONAL IDENTIFICATION

NAME (Last, first, MI)	GRADE OF RANK/PMOS (Enl only)	SOCIAL SECURITY NUMBER
------------------------	-------------------------------	------------------------

SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)

The above member's duty status is changed from _____ to _____ effective _____ hours, _____ 19 _____

SECTION III - REQUEST FOR PERSONNEL ACTION

I request the following action:

TYPE OF ACTION	Procedure	TYPE OF ACTION	Procedure
Service School (Enl only)		Reassignment Married Army Couples	
ROTC or Reserve Component Duty		Reclassification	
Volunteering For Oversea Service		Officer Candidate School	
Ranger Training		Asgmt of Pers with Exceptional Family Members	
Reasgmt Extreme Family Problems		Identification Card	
Exchange Reassignment (Enl only)		Identification Tags	
Airborne Training		Separate Rations	
Special Forces Training/Assignment		Leave - Excess/Advance/Outside CONUS	
On-the-Job Training (Enl only)		Change of Name/SSN/DOB	
Retesting in Army Personnel Tests	<input checked="" type="checkbox"/>	Other (Specify) Operational Reassignment	

SIGNATURE OF MEMBER (When required)	DATE
-------------------------------------	------

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

1. I concur/nonconcur with my reassignment from _____ RS to _____ RS. (If nonconcurrence, state reasons)

2. My current mailing address is:

3. My duty phone is:

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

I certify that the duty status change (Section II), or that the request for personnel action (Section III) contained herein -

HAS BEEN VERIFIED
 IS APPROVED
 RECOMMEND APPROVAL
 RECOMMEND DISAPPROVAL
 IS DISAPPROVED

COMMANDER/AUTHORIZED REPRESENTATIVE	SIGNATURE	DATE
-------------------------------------	-----------	------

DA FORM 4187
DEC 82

EDITION OF FEB 81 WILL BE USED

COPY 1

Figure 6-8. Sample of a DA Form 4187—Operational reassignment

Appendix A References

Section I Required Publications

AR 40-501

Standards of Medical Fitness. (Cited in paragraphs 5-4b(1), 6-3a(8), and 6-9c(2).)

AR 140-111

US Army Reserve Reenlistment Program. (Cited in paragraph 6-8c(7).)

AR 350-15

Army Physical Fitness Program. (Cited in paragraphs 5-6c and 6-3a(19).)

AR 600-9

The Army Weight Control Program. (Cited in paragraphs 2-4a(10), 3-9c(1), 5-6c, 6-3a(8), and 6-9c(2).)

AR 600-31

Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings. (Cited in paragraphs 5-7d, 6-8c(2), and 6-9c(3).)

AR 600-37

Unfavorable Information. (Cited in paragraphs 5-10b(2), 5-17b, and 6-8e.)

AR 600-200

Enlisted Personnel Management Systems. (Cited in paragraphs 2-4a(8), 5-7c, 5-8c, and 5-11a.)

AR 601-280

Army Reenlistment Program. (Cited in paragraphs 2-4a(20) and 5-10e.)

AR 612-2

Preparing Individuals for Overseas Movement (POR). (Cited in paragraph 5-10b(11).)

AR 614-30

Overseas Service. (Cited in paragraph 5-10d.)

AR 614-200

Selection of Enlisted Soldiers for Training and Assignment. (Cited in paragraphs 2-9b(1), 2-11e, 2-13a(1), 2-13b(3), 3-7c, 3-9j, 5-10d, and 6-9h(1).)

AR 614-203

Assignment of Personnel with Exceptional Family Members. (Cited in paragraph 3-10c.)

AR 623-205

Enlisted Evaluation Reporting System. (Cited in paragraphs 2-11d, 2-11d(1), and 5-13.)

AR 635-200

Enlisted Separations. (Cited in paragraph 6-9h(3).)

AR 640-2-1

Personnel Qualification Records. (Cited in paragraph 5-12a.)

DA Circular 611-82-3

Career Management of the Enlisted Force. (Cited in paragraph 5-19b.)

DA Pamphlet 600-8-10

Management and Administrative Procedures—Individual Assignment and Reassignment Procedures. (Cited in paragraph 5-10b(11).)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 10-24

U.S. Army Recruiting Command Organizations & Functions

AR 135-205

Enlisted Personnel Management

AR 600-15

Indebtedness of Military Personnel

AR 601-209

The In-Service Recruiting Program

AR 611-201

Enlisted Career Management Fields and Military Occupational Specialties

AR 612-10

Reassignment Processing and Army Sponsorship (and Orientation) Program

AR 614-5

Stabilization of Tours

AR 614-6

Permanent Change of Station Policy

DA Pamphlet 351-4

The Army Formal Schools Catalog

Section III Prescribed Forms

DA Form 5425-R

Applicant/Nominee Personal Financial Statement

DA Form 5426-R

Commander's Evaluation

DA Form 5427-R

Commander's Assessment of Recruiter Candidate

DA Form 5428-R

AGR Recruiter Application Checklist

Section IV Referenced Forms

DA Form 2A

Personnel Qualification Record, Part I (Reserve)

DA Form 2-1

Personnel Qualification Record, Part II

DA Form 268

Report for Suspension of Favorable Personnel Actions

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2496

Disposition Form

DA Form 2635

Enlisted Preference Statement

DA Form 3340

Request for Regular Army Reenlistment or Extension

DA Form 3349

Physical Profile Board Proceedings

DA Form 3739

Application for Assignment/Deletion/Deferment for Extreme Family Problems

DA Form 4187

Personnel Action

DA Form 4836

Oath of Extension of Enlistment or Reenlistment

DD Form 4-series

Enlistment/Reenlistment Document—Armed Forces of the United States

SF 88

Report of Medical Examination

SF 93

Report of Medical History

**Appendix B
United States Army Recruiting
Command Organizations**

Headquarters, U.S. Army Recruiting
Command
Building 48A
Fort Sheridan, IL 60037-6000

U.S. Army Recruiting Support Command
Cameron Station
Alexandria, VA 22314-5050

U.S. Army 1st Recruiting Brigade
(Northeast)
Building 618
Fort George G. Meade, MD
20755-5000

U.S. Army Recruiting Battalion Albany
U.S. Post Office and Court House
445 Broadway, 2d Floor
Albany, NY 12207-2919

U.S. Army Recruiting Battalion Baltimore/
Washington
Building T-3179
Ernie Pyle Road
Fort George G. Meade, MD
20755-5199

U.S. Army Recruiting Battalion Boston
495 Summer Street
Barnes Building
Boston, MA 02210-2182

U.S. Army Recruiting Battalion Concord
1 Pillsbury Street
Concord, NH 03301-3569

U.S. Army Recruiting Battalion Fort
Monmouth
Building 295
Fort Monmouth, NJ 07703-5502

U.S. Army Recruiting Battalion Harrisburg
Building 507 and 511
P.O. Box 608
New Cumberland, PA 17070-5099

U.S. Army Recruiting Battalion Long
Island
408 Pershing Loop South
Fort Hamilton, NY 11252-5000

U.S. Army Recruiting Battalion Newburgh
Building 1708
Stewart Airport
Newburgh, NY 12550-9999

U.S. Army Recruiting Battalion New
Haven
205 Whitney Avenue
New Haven, CT 06511-3793

U.S. Army Recruiting Battalion
Philadelphia
U.S. Custom House
Second and Chestnut Street, Rm 401
Philadelphia, PA 19106-2990

U.S. Army Recruiting Battalion Pittsburgh
Room 1404, Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222-4197

U.S. Army Recruiting Battalion Syracuse
Room 1457, U.S. Courthouse & Fed Bldg
100 South Clinton Street
Syracuse, NY 13260-0001

U.S. Army 2nd Recruiting Brigade
(Southeast)
Building 101, Fort Gillem
Forest Park, GA 30050-5000

U.S. Army Recruiting Battalion Atlanta
Suite B
612 Tinker Street
Marietta, GA 30060-2712

U.S. Army Recruiting Battalion Beckley
300 N Kanawha Street
(MAIL: P.O. Box 1149)
Beckley, WV 25801-1149

U.S. Army Recruiting Battalion Charlotte
Merchandise Mart Building
800 Briar Creek Road
Charlotte, NC 28205-6989

U.S. Army Recruiting Battalion Columbia
(Includes Panama)
Room 733
Strom Thurmond Federal Building
1835 Assembly Street
Columbia, SC 29201-2491

U.S. Army Recruiting Battalion
Jacksonville
Room 132, Pratt Building
4057 Carmichael Avenue
Jacksonville, FL 32207-2373

U.S. Army Recruiting Battalion Louisville
Room 222-F, Federal Building
600 Federal Place
Louisville, KY 40202-2270

U.S. Army Recruiting Battalion Miami
Dadeland Professional Building
9655 South Dixie Highway, Suite 200
Miami, FL 33156-2857

U.S. Army Recruiting Battalion
Montgomery
Building 1010
Gunter Air Force Station
Montgomery, AL 36114-0001

U.S. Army Recruiting Battalion Nashville
Room 703, Baker Building
110 21st Avenue South
Nashville, TN 37203-2484

U.S. Army Recruiting Battalion Raleigh
Room 218, Cypress Building
3117 Poplarwood Court
Raleigh, NC 27625-1008

U.S. Army Recruiting Battalion Richmond
Defense General Supply Center
Building T 113
Richmond, VA 23297-5999

U.S. Army Recruiting Battalion San Juan
(Includes Virgin Islands)
P.O. Box 34156
Fort Buchanan, PR 00934-0156

U.S. Army 4th Recruiting Brigade
(Midwest)

Building 84
Fort Sheridan, IL 60037-6500

U.S. Army Recruiting Battalion Chicago
Building 108
Fort Sheridan, IL 60037-6700

U.S. Army Recruiting Battalion Cincinnati
Room 8007, Federal Office Building
550 Main Street
Cincinnati, OH 45202-3215

U.S. Army Recruiting Battalion Cleveland
Room 300, Standard Building
1370 Ontario Street
Cleveland, OH 44113-1774

U.S. Army Recruiting Battalion Columbus
Room 114, New Federal Building
200 North High Street
Columbus, OH 43215-2483

U.S. Army Recruiting Battalion Des
Moines
Room 557, Federal Building
210 Walnut Street
Des Moines, IA 50309-2108

U.S. Army Recruiting Battalion Detroit
428 Clinton Street
Detroit, MI 48226-2395

U.S. Army Recruiting Battalion
Indianapolis
Room 501, Federal Building
Suite F
Indianapolis, IN 46204-1903

U.S. Army Recruiting Battalion Lansing
300 East Michigan Avenue
Room 304
Lansing, Michigan 48933-1486

U.S. Army Recruiting Battalion Milwaukee
Henry S. Reuss Federal Plaza
310 W. Wisconsin Ave, Suite 300
Milwaukee, WI 53202-2211

U.S. Army Recruiting Battalion
Minneapolis
Room 117, Federal Office Building
212 Third Avenue South
Minneapolis, MN 55401-2525

U.S. Army Recruiting Battalion Omaha
Millard Shopping Center
4830 South 131st Street
Omaha, NE 68137-1899

U.S. Army Recruiting Battalion Peoria
7501 North University
Suite 201
Peoria, IL 61614-1270

U.S. Army Recruiting Battalion St Louis
Federal Building
Tucker and Spruce Streets
St Louis, MO 63102-1198

U.S. Army 5th Recruiting Brigade
(Southwest)
Building 2006
(MAIL: PO Box 8277,
Wainwright Station,
San Antonio, TX 78208-0277)
Fort Sam Houston, TX 78234

U.S. Army Recruiting Battalion Albuquerque
320 Central Avenue SW, Suite 21
Wainwright Station
Albuquerque, NM 87102-3238

U.S. Army Recruiting Battalion Dallas
Empire Commerce Center, Suite 112
1140 Empire Central Place
Dallas, TX 75247-4308

U.S. Army Recruiting Battalion Denver
144 New Customhouse
19th and California Streets
Denver, CO 80202-2513

U.S. Army Recruiting Battalion Houston
Suite 600
1415 North Loop West
Houston, TX 77008-1647

U.S. Army Recruiting Battalion Jackson
3d Floor, Suite 101-C
Jackson Mail
300 W Woodrow Wilson
(MAIL: PO Box 9186
Jackson, MS 39206)
Jackson, MS 39213-7649

U.S. Army Recruiting Battalion Kansas City
Armed Forces Building
2420 Broadway
Kansas City, MO 64108-2489

U.S. Army Recruiting Battalion Little Rock
209 West Third Street
Little Rock, AR 72201-2503

U.S. Army Recruiting Battalion New Orleans
Building 602-2-C
4400 Dauphine Street
New Orleans, LA 70146-1699

U.S. Army Recruiting Battalion Oklahoma City
Room 422, Federal Building
200 Northwest Fifth Street
Oklahoma City, OK 73102-3202

U.S. Army Recruiting Battalion San Antonio
Dean Building
8630 Broadway
San Antonio, TX 78217-6341

U.S. Army 6th Recruiting Brigade,
(Western)
Fort Baker, CA 94129-7600

U.S. Army Recruiting Battalion Honolulu
(Includes Alaska, American Samoa, Guam
and Philippines)
Suite 1310, Federal Building
300 Ala Moana Boulevard
(MAIL: P.O. Box 50047)
Honolulu, HI 96850-0002

U.S. Army Recruiting Battalion Los Angeles
Armed Forces Building
4727 Wilshire Boulevard
Los Angeles, CA 90010-3893

U.S. Army Recruiting Battalion Phoenix
215 N. 7th St
Room 118
Phoenix, AZ 85034-1012

U.S. Army Recruiting Battalion Portland
Suite 100
4110 Northeast 122d Avenue
Portland, OR 97230-1399

U.S. Army Recruiting Battalion Sacramento
Howe Plaza South
2222 Sierra Boulevard, Building F
Sacramento, CA 95825-4786

U.S. Army Recruiting Battalion Salt Lake City
Building 100
Fort Douglas
Salt Lake City, UT 84113-5005

U.S. Army Recruiting Battalion San Francisco
Federal Building 3
620 Central Avenue
Alameda, CA 94501-3894

U.S. Army Recruiting Battalion Santa Ana
Suite 4-L-150, Federal Building
24000 Avila Road
Laguna Niguel, CA 92677-1001

U.S. Army Recruiting Battalion Seattle
P.O. Box 3957
4735 E. Marginal Way South
Seattle, WA 98134-2325

Glossary

Section I Abbreviations

AGR
Active Guard/Reserve

ANCOC
Advanced NCO Course

ARC
Army Recruiting Course

ARNG
Army National Guard

ARPERCEN
US Army Reserve Personnel Center

ASI
additional skill identifier

CAP
Centralized Assignment Procedures

CLEP
College Level Entrance Program

CMIF
Career Management Individual File

CONUS
continental United States

DANTES
Department of the Army Non-Resident Testing Education System

DEROS
date eligible for return from overseas

EER
enlisted evaluation report

ETS
expiration term of service

GED
general education development

GT
general technical aptitude area

IRR
Individual Ready Reserve

MEPCOM
Military Entrance Processing Command

MILPERCEN
United States Army Military Personnel Center

MILPO
military personnel office

MOS
military occupational specialty

NCO
noncommissioned officer

OCONUS
outside continental United States

OMPF
official military personnel file

PCS
permanent change of station

RSID
Recruiting Station Identification Codes

SDAPP
Special Duty Assignment Proficiency Pay

SQI
special qualifications identifiers

SRB
Selective Reenlistment Bonus

SSC
Soldier Support Center

ST
skilled technical aptitude area

TDY
temporary duty

TPU
troop program unit

TTD
tour termination date

TTE
transitional training and evaluation

UCMJ
Uniform Code of Military Justice

UIC
unit identification code

USAR
United States Army Reserve

USAREC
United States Army Recruiting Command

VHA
Variable housing allowance

Section II Terms

Cadre recruiter
Any individual serving in USAREC or in an instructor position in the Army Recruiter Course or other recruiting-related course who holds the PMOS 00R. A cadre recruiter is also referred to as an experienced recruiter.

Contiguous recruiting battalion
Any recruiting battalion whose defined boundaries border on those of another.

Detailed recruiter

A US Army recruiter serving the initial stabilized assignment with USAREC. Period of detail expires when the recruiter is reassigned to PMOS duties at the completion of 36 months, or when he or she is reclassified to PMOS 00R, whichever comes sooner.

Full-Time Support Management Program

A program designed to provide a highly qualified corps of ARNG and USAR enlisted and officer personnel to meet support requirements for USAR and ARNG projects and programs. The program provides a centralized management system for personnel on full-time duty for 180 days or more.

Moral turpitude

This term, though normally applied to many offenses, herein applies to individuals convicted or disposed of as juvenile offenders whose offense involves narcotics violations or sexual perversions, including, but not limited to—

- a. Lewd and lascivious acts.
- b. Homosexual acts.
- c. Sodomy.
- d. Indecent exposure.
- e. Indecent acts with, or assault upon, a child.
- f. Other offenses that are considered related acts of sexual perversion.

MOS reclassification

Action by a reclassification authority with or without board action, resulting in a change of awarded MOS or in a redesignation of a primary or secondary MOS.

New recruiter

A graduate of the ARC serving his or her initial 9 months in the command or a period less than 9 months if he or she is removed earlier by determination of the recruiting battalion commander that he or she has successfully completed all training requirements.

New Recruiter Program

A developmental period of not more than 9 months commencing the day a new ARC graduate reports or returns to the recruiting battalion for initial assignment as an Army recruiter. During this period, an EER is not required. Also referred to as TTE Program (see below).

Operational reassignment

A command-initiated request for PCS movement of a recruiter from one recruiting location to another or from one duty position to another based on operational necessity.

Performance counseling

A discussion between supervisors and Army enlisted personnel designed to evaluate past performance and provide specific guidance for future performance.

Transitional Training and Evaluation Programs

A developmental period of not more than 9 months commencing the day a new ARC graduate reports or returns to the recruiting battalion for initial assignment as an Army recruiter. During this period, an EER is not required. Also referred to as the New Recruiter Program.

Voluntary Reassignment

The PCS assignment of an individual from one location to another within or from USAREC, processed at the request of the individual.

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DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 503, Title 10, US Code.

PRINCIPAL PURPOSES: **MILPERCEN** — To verify that individual meets financial criteria in accordance with AR 601-1 and is suitable for selection and assignment to recruiting duty.

USAREC — To ascertain financial status of recruiter selectee to develop assignment for the individual relative to the varying cost in certain geographical locations.

ROUTINE USES: Used during inprocessing at the Army Recruiter Course to confirm continued eligibility for recruiting assignment.

DISCLOSURE: Completion of this form is voluntary. If requested information is not provided, selection and assignment will be made without consideration of financial status.

1. NAME (Last, First, Middle) 2. GRADE 3. SSN

4. Are you now or have you ever filed petition for bankruptcy? (If yes, state when, where, and why.)	YES	NO

5. Have you ever received a letter(s) of indebtedness? (If yes, enter month and year below.)

_____ MONTH	_____ YEAR
_____ MONTH	_____ YEAR

6. MONTHLY INCOME	AMOUNT	TOTAL
a. Basic Pay		X
b. Quarters Allowance		
c. Variable Housing Allowance		
d. Separate Rations		
e. Clothing Allowance		
f. Flight, Hazardous Duty Pay		
g. Total Military Income Before Taxes (Total of a thru f above)		
h. Subtract FICA and Income Taxes	(Subtract)	
i. Total After Tax Income	(Equal)	
j. Any Other Monthly Income	(Add)	
TOTAL MONTHLY SPENDABLE INCOME	(Equal)	

ADDITIONAL INFORMATION OR REMARKS

M TAB

TAB

TAB

7. ASSETS

	YES	NO	AMOUNT
a. Do you have a savings account? <i>(Enter approximate balance)</i>			
b. Do you own stocks, bonds, or benefit from a trust? <i>(Enter approximate value)</i>			
c. Do you own <i>(with no payments)</i> :			
(1) Vehicles			
MAKE	MODEL	YEAR	
_____	_____	_____	
<i>(Enter total estimated value)</i>			
(2) _____ Home	_____ Trailer	<i>("X" one)</i>	
<i>(Enter estimated value)</i>			
(3) Furniture			<i>(Enter estimated value)</i>
(4) Land			<i>(Enter estimated value)</i>

TOTAL ASSETS

B. MONTHLY EXPENDITURES/LIABILITIES	YES	NO	BALANCE OWED	MONTHLY PAYMENT
a. Are you now:				
(1) Living in Government quarters?				
(2) Renting?				
(3) Buying a house?				
(4) Buying a trailer?				
(5) Buying land?				
TOTALS				

b. Utilities <i>(Telephone, water, gas/oil, electric, other)</i>	
c. Cost of food <i>(Include meals eaten out, school lunches, etc.)</i>	
d. Clothing <i>(Dry cleaning/laundry)</i>	
e. Medical <i>(Doctor, orthodontist, special medications, special schooling or treatment for handicapped family member)</i>	
f. Insurance <i>(Life, auto, homeowner, other)</i>	

g. Vehicle expenses			
(1) MAKE	MODEL	YEAR	
_____	_____	_____	
<i>(Enter total of vehicle payments)</i>			
(2) Gas, oil, maintenance			

B. MONTHLY EXPENDITURES/LIABILITIES (Continued)

h. List charge cards or credit cards for which you have an outstanding balance:

BALANCE OWED MONTHLY PAYMENT

NAME

i. List finance companies, banks, credit unions, or other institutions where you have an outstanding loan:

NAME

j. Alimony or child support.

k. Any allotments for purposes not listed above? (If yes, state for what purpose.)

YES NO

l. Any other indebtedness or financial obligation not listed above? (Use remarks section to explain if necessary.)

TOTAL MONTHLY EXPENDITURES/LIABILITIES

REMARKS

SIGNATURE OF VOLUNTEER/NOMINEE

DATE

COMMANDER'S EVALUATION

For use of this form, see AR 601-1; the proponent agency is DCSPER.

INSTRUCTION: To be Completed by Battalion Commander or First Commander in Chain of Command in the Grade of LTC or higher.

PART I - QUALIFIED

After interviewing:

NAME (Last, First, Middle)

GRADE

SSN

I consider the soldier qualified to perform a three-year tour as a recruiter. The following have been verified:

(All statements must be completed/verified. In first column, use "X" for verification or "NA" for not applicable.)

	Soldier has both a valid military and state driver's license or a valid state driver's license and is qualified to obtain a military driver's license.		
	Soldier's current	_____ Height;	_____ Weight
	Soldier currently has	_____ dependents (to include spouse).	
	Soldier	_____ Is	_____ Is Not a sole parent.
	Soldier is not currently enrolled in the Army's drug and alcohol abuse program.		
	Soldier has no family or emotional problems which could hamper his/her performance.		
	Soldier possesses excellent military bearing and appearance and has no obvious distracting physical abnormalities or mannerisms. Soldier is reflective of the NCO Corps and is able to represent the United States Army in a civilian environment.		
	Soldier is not pregnant (female).		
	Soldier is not married to another service member.		
	Soldier is married to the following service member:		
	NAME (Last, First, Middle)	GRADE	SSN

PART II - UNQUALIFIED

After interviewing:

NAME (Last, First, Middle)

GRADE

SSN

I consider the soldier unqualified for recruiting duty for the following reasons: (Be specific. Use reverse if more space is necessary.)

NAME OF PSNCO/POC	TYPED OR PRINTED NAME AND RANK OF INTERVIEWING OFFICER	
AUTOVON TELEPHONE NUMBER OF PSNCO/POC	SIGNATURE OF INTERVIEWING OFFICER	DATE

COMMANDER'S ASSESSMENT OF RECRUITER CANDIDATE

For use of this form, see AR 601-1; the proponent agency is DCSPER.

NAME OF CANDIDATE (*Last, First, Middle*)

GRADE

SSN

LENGTH OF TIME COMMANDER HAS KNOWN CANDIDATE (*Months*)

<i>In items 1 through 12 below there is a brief narrative describing environmental factors of recruiting duty followed by a related question. Considering these factors, for each item indicate the degree of agreement with the following questions as being descriptive of the assessed candidate.</i>	("X" Appropriate block)				
	LOW DEGREE			HIGH DEGREE	
	1	2	3	4	5
1. A recruiter is normally assigned to a station consisting of two to five recruiters. Recruiting requires that an individual perform many tasks with minimum direct supervision. Each station has an overall recruiting mission to be successful and requires a combined team effort to accomplish this mission. Is the candidate reliable, loyal, cooperative, and a team player?					
2. A recruiter has a great deal of independence of action. The recruiter must be capable of working with minimum supervision and must motivate himself/herself to prospect on a daily basis. Is the candidate an independent worker, a self-starter? Does he/she seek responsibility?					
3. Recruiters must interact and communicate with people of various educational levels. They must be capable of speaking to small and large groups as well as individuals. Could the candidate maintain a conversational dialogue with school officials, civic leaders, etc.?					
4. Recruiting is similar to selling in that it requires personnel who can present the Army story in a convincing and innovative manner, and be able to close sales. The basic tools are provided; however, each recruiter must develop a technique for using them. Is the candidate industrious, aggressive, imaginative, and organized?					
5. Recruiters should represent the best the Army has to offer in terms of past performance and potential future contributions to the Army. Does the candidate demonstrate promotion and school potential?					
6. The average duty day for a recruiter is a minimum of 10 hours. Recruiters routinely work in the evenings and on Saturdays. Although he/she may presently be an outstanding NCO, without a solid family life at home, duty performance could rapidly decline. A soldier's family is the cornerstone of his/her morale. Does the candidate have a stable family home life?					
7. The recruiter is the Army in the community. First impressions are lasting impressions. Does the candidate present an above average appearance? Pride in uniform? Physical condition?					
8. Recruiters are viewed within the community as leaders. They must present themselves in such a manner as to always inspire confidence in our Army. They must lead by setting the example. Does the candidate demonstrate leadership appropriate to grade?					
9. Because they live in the civilian community, recruiters are constantly under scrutiny. Recruiter standards of conduct must be exemplary. Does the candidate demonstrate professional and personal maturity on and off duty?					
10. Due to the wide-spread geographic assignments within USAREC, recruiters do not always have access to the normal benefits of military life. Recruiters must be capable of overcoming this separation from normal support and performing the mission despite it. Positive attitude must be influential on others. Does the candidate display a positive attitude? Is he/she motivated and enthusiastic?					

	TAB	TAB	TAB							
(See Instructions on first page.)	("X" Appropriate block)									
	LOW DEGREE		HIGH DEGREE							
	1	2	3	4	5					
11. One of the keys to success in recruiting is community involvement. Does the candidate participate in civic activities? Of duty education?										
12. Recruiting personnel must interact with the public. Recruiters must recruit the best possible applicant to man our Army. Recruiters must not allow personnel preferences or biases to influence their recruiting activities. Does the candidate support the Equal Opportunity Program?										
13a. CANDIDATE'S HEIGHT			b. WEIGHT			14a. DATE OF LAST PT TEST				
15a. DATE OF LAST PHYSICAL						b. SCORE OF LAST PT TEST				
b. PROFILE						_____ Push Ups				
						_____ Sit Ups				
PULSES: _____						_____ Run				
16. Does the candidate or his/her family have medical problems? (If yes, explain in Remarks section below.)									YES	NO

REMARKS:

NAME OF COMMANDER (Last, First, Middle)	GRADE
UNIT OF ASSIGNMENT	DATE (Day, Month, Year)
TELEPHONE NUMBER (AUTOVON)	(Commercial)
SIGNATURE OF COMMANDER	DATE

AGR RECRUITER APPLICATION CHECKLIST

For use of this form, see AR 601-1; the proponent agency is DCSPER.

NAME OF APPLICANT (<i>Last, First, Middle</i>)	GRADE	SSN
QUALIFICATIONS	YES	NO
		WAIVER
1. Does applicant hold grade of E-5 through E-7?		
2. Does applicant possess a GT score of at least 110 or an ST score of at least 100?		<i>No waiver authorized</i>
3. Is applicant a High School Diploma Graduate or does applicant have 1 year of college with a GED?		<i>No waiver authorized</i>
4. Does applicant have less than 15 years of Active Federal Service?		
5. If applicant is in the grade of E-6 or E-7 does he/she have at least 2 years in a USAR unit within the last 5 years?		
6. Is applicant between the ages of 21 and 35?		
7. Does applicant have more than the following number of dependents?		
Grade Number of Dependents		
E-5 2		
E-6 4		
E-7 5		
8. Does applicant have a military physical that is less than 10 months old?		<i>No waiver authorized</i>
9. Does physical show that applicant meets standards of AR 40-501 for Active Duty?		<i>No waiver authorized</i>
10. Does applicant meet height/weight standards of AR 600-9?		<i>No waiver authorized</i>
11. Will applicant be eligible to draw military retired pay within the next 5 years?		
12. Is applicant a formerly relieved recruiter?		
13. Has applicant voluntarily left the AGR Program within the last 12 months?		
14. Does applicant have any lost time under Title 10, U.S. Code within the past 3 years?		
15. Does applicant possess a valid driver's license?		<i>No waiver authorized</i>
16. Is applicant eligible to hold a military driver's license?		<i>No waiver authorized</i>
17. If applicant is a female, is she pregnant?		<i>No waiver authorized</i>
18. Has applicant passed the basic physical fitness test in the last 12 months?		
19. Will applicant have a minimum of 36 months remaining on current enlistment, after reporting for active duty?		<i>No waiver authorized</i>
20. Has applicant received approval for recruiting duty by a recruiting battalion?		<i>No waiver authorized</i>
21. Does applicant or his or her immediate family have any marital, emotional, financial, or major medical problems that would hamper performance on recruiting duty?		
22. Is applicant a sole parent?		

CERTIFICATION BY RECRUITING BATTALION

TYPED OR PRINTED NAME OF CERTIFIER	SIGNATURE	DATE
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